

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: January 11, 2011

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Concern EAP for the County's Annual Employee Assistance Program in the Maximum Amount of \$90,382.00

ACTION REQUESTED

Approve the renewal of competitively awarded Blanket Purchase Order (BPO) No. 17424 with Concern EAP of Mountain View, CA for the County's annual Employee Assistance Program (EAP) in the maximum amount of \$90,382.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Personnel Department requires a qualified contractor to provide a complete, fully insured EAP for all eligible County employees and dependents. On November 25, 2008, your Board approved the award of competitive Request for Proposals No. 9835 to Concern EAP for the County's annual EAP. The terms of the contract allow for up to four renewals. On February 9, 2010 your Board approved the first renewal. As a result BP017424 was issued in the not to exceed amount of \$99,522.00. The department has requested to renew BP017424 for another year. Concern EAP has agreed to renew with changes in accordance with Exhibit B of RFP 9835; an increase of eight cents per employee per month.

FISCAL IMPACT

The resulting BPO with Concern EAP will total \$90,382.00 for the period of January 1, 2011 through December 31, 2011. Personnel's Fiscal Impact Statement is attached.

Attachment: Personnel Fiscal Impact Statement

cc: Ann Craig, Personnel
Sherry Smith, Personnel

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Placer County Board of Supervisors
From: Karen Mayer, Sr. Administrative Services Officer *KM*
Date: January 11, 2011
Subject: Fiscal Impact Statement – Placer County Employee Assistance
Program – RQ 052335

The Personnel Department has budgeted sufficient funds of \$90,382 for the Employee Assistance Program for fiscal year 2010/2011.