

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: December 13, 2011

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Concern EAP for the County's Employee Assistance Program in the Maximum Amount of \$190,000

ACTION REQUESTED

Approve the renewal of a competitively awarded blanket purchase order with Concern EAP of Mountain View, CA for the County's Employee Assistance Program (EAP) in the maximum amount of \$190,000 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 EAP program. The terms of the agreement allow for up to four renewals. On February 9, 2010 your Board approved the first renewal and on January 11, 2011 your Board approved the second renewal. The current BP018418 will expire on December 31, 2011.

Personnel has submitted a request to renew the agreement with Concern EAP. The vendor has offered a firm rate of \$3.44 per employee per month for the next two-year period. The department has recommended acceptance of the new rate.

FISCAL IMPACT

The new BPO with Concern EAP will be issued in the maximum amount of \$190,000 for the period of January 1, 2012 through December 31, 2013. Personnel's Fiscal Impact Statement is attached.

Attachment: Personnel Fiscal Impact Statement

cc: Ann Craig, Personnel Services Manager
Karen Mayer, Sr. Administrative Services Officer

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PROCUREMENT SERVICES DIVISION

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Karen Mayer, Sr. Administrative Services Officer

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Placer County Board of Supervisors

From: Nancy Nittler, Personnel Director *NN*

By: Karen Mayer, Sr. Administrative Services Officer

Date: December 13, 2011

Subject: Employee Assistance Program Contract with CONCERN
Fiscal Impact Statement

Placer County Personnel has requested to extend the contract with CONCERN for the Employee Assistance Program, as required by the memorandum of understanding with PPEO and DSA, for a period of two years. CONCERN has agreed to firm pricing for the next two calendar years beginning January 1, 2012. This renewal does include a 15% increase over the 2011 pricing.

The Employee Benefits budget includes approved funding for fiscal year 2011/2012 for this program. We have submitted a request for funding in the recently submitted fiscal year 2012/2013 budget to continue to provide an employee assistance program for Placer County employees as required by the bargaining unit agreements.

