

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Nancy Nittler, Director of Personnel *nn*  
**By:** Ann Craig, Personnel Services Manager  
**Date:** January 21, 2014  
**Subject:** Employee Assistance Program Services

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**ACTION REQUESTED**

1. Approve selection of CSAC Excess Insurance Authority for the County's Employee Assistance Program, in an amount not to exceed \$98,000, a budgeted net county cost, for the period of January 1, 2014 through December 31, 2014;
2. Approve the option to renew the resulting agreement on a year-to-year basis for three additional one-year terms provided that each renewal amount does not exceed 10 percent in aggregate of the recommended award amount of \$98,000.

**BACKGROUND**

Placer County provides an Employee Assistance Program (EAP) for qualified employees of the County as required under our existing negotiated contract with both the Placer Public Employees Organization and the Deputy Sheriff's Association. Services provided through the EAP provide support for areas of concern including, but not necessarily limited to, marriage and family issues, emotional problems, stress management, work life issues, and child/elder care issues. The County's most recent contract with CONCERN:EAP for these services expired on December 31, 2013.

In order to engage in a competitive process, Procurement Services released a Request For Proposals (RFP) via the County's e-Procurement platform, Public Purchase. Notices were sent to 269 potential bidders and were also advertised on the County's website. A total of 66 bidders viewed the RFP online and three firms submitted proposals. Procurement Services convened an evaluation panel comprised of senior management representatives from Personnel, the County Executive Office, and the Department of Health and Human Services to review and rank the proposals submitted against the published RFP criteria. CSAC Excess Insurance Authority received the highest rank and is recommended to be the County's new provider. The proposed EAP plan will save the County approximately \$.08 per employee per month compared to the County's most recent contract.

The County currently contracts with CSAC Excess Insurance Authority for dental program and other similar services. CSAC Excess Insurance Authority offers their member agencies the option of adding services, including EAP services, without having to negotiate or sign a new contract. It is requested that your Board authorize the addition of EAP services to the County's current services provided through CSAC Excess Insurance Authority for the initial period of January 1, 2014, through December 31, 2014, with the option of three additional one-year renewal periods.

**FISCAL IMPACT**

The estimated cost for these services is \$98,000 per calendar year with premium pricing guaranteed through December 31, 2017. This cost has been budgeted in the Personnel Department Employee Benefits budget and will be charged across department budgets accordingly. Future fiscal year funding will be requested as appropriate.

