



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	November 23, 2020	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFP 21MISC1, Employee Assistance Program Service	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 21MISC1, Employee Assistance Program Service	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____
Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org and kelly.gordon@fcps.org.		

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: This recommendation is to establish a contract with a qualified firm for providing employee assistance program services for eligible Frederick County Public Schools (FCPS) employees and their dependents.

PRESENTER(S) & TITLE(S):

Kim Miskell, CSBO, Assistant Purchasing Manager
 Donna Clabaugh, Senior Manager Benefits and Wellness, Human Resources

SUBMITTED BY:

Kerrie Koopman CPPB, CPPO, CPP, Purchasing Manager
 Leslie R. Pellegrino, Chief Financial Officer

RFP 21MISC1
EMPLOYEE ASSISTANCE PROGRAM SERVICES

FACT SHEET

A. **Overview:** This recommendation is to establish a contract with a qualified firm for providing employee assistance program (EAP) services for eligible Frederick County Public Schools (FCPS) employees and their dependents. Proposals were received on October 8, 2020.

1. **Proposal participation:**

28 proposals downloaded
5 companies submitted proposals

2. **Proposals were received from:**

Adventist Healthcare dba: Adventist Healthcare Life Work Strategies (Gaithersburg, MD)
Janus Associates, Inc. dba: BHS (Baltimore, MD)
ComPsych Employee Assistance Programs, Inc. dba: ComPsych (Chicago, IL)
CuraLinc, LLC dba: CuraLinc Healthcare (Chicago, IL)
Deer Oaks EAP Services, LLC (San Antonio, TX)

3. **Other Facts:**

- As of June 1, 2020, FCPS offers EAP benefits to 6,200 employees, plus their immediate family members. Employees are eligible if they are regular or grant-funded employees who work at least 50% of the hours of a full-time equivalent position. EAP utilization during calendar year 2019, the most recent contract year, was 3.83%.
- The contract term will be effective from January 1, 2021 through June 30, 2023, with the option to renew for two additional one-year terms.
- FCPS utilized the services of our employee benefit-consulting firm, Trion, to assist with the preparation of bid specifications and the evaluation of the received proposals.
- Selection is based on the total score of each vendor's technical and cost proposal
- This recommendation has been reviewed and approved by the Insurance Council, which consists of members from FCPS, Frederick County Teachers Association (FCTA), Frederick Association of School Support Employees (FASSE) and Frederick County Administrative and Supervisory Association (FCASA).
- The contract will be administered by Donna Clabaugh, Senior Manager Benefits and Wellness, Human Resources.

4. **Source of Funding:** FY21 Approved Operating Budget and contingent upon Board approval of FY22, and FY23 Operating Budgets.

B. **Recommendation:** Staff recommends that RFP 21MISC1, Employee Assistance Program Services, be awarded to ComPsych Employee Assistance Programs, Inc. dba: ComPsych of Chicago, IL, at a rate of \$0.91 per participant per month with estimated annual cost of \$67,704.

C. **Action taken by the Board (Purchasing use only):**

<u>AB</u> Approved	_____ Denied	_____ Deferred	_____ Other	KM/ab
11.23.20 Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 11.23.20

RFP 21MISC1, Employee Assistance Program (EAP) Services
Scoring Summary

	Technical Score (65 Max)	Fee Score (50 Max)	Total Score
ComPsych	65.00	48.56	113.56
Deer Oaks EAP Services	62.20	50.00	112.20
BHS	63.28	42.31	105.59
Adventist Healthcare	48.21	32.69	80.90
CuraLinc Healthcare	39.60		