



## BoardDocs Cover Page

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

Meeting Date:	June 14, 2023	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, grant approvals 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 <input type="checkbox"/> Board Committee
Title (Subject):	RFP 21MISC1, Employee Assistance Program Services (Renewal)	
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)	<input type="checkbox"/> Information (e.g., grants under \$50K, *grants over \$50K are Information/Discussion/Action) <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 checked="" 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 contract renewal for RFP 21MISC1, Employee Assistance Program Services	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? <u>1</u> 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: _____
<p><b>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 <a href="mailto:jeremy.eccard@fcps.org">jeremy.eccard@fcps.org</a>, <a href="mailto:amelia.ross@fcps.org">amelia.ross@fcps.org</a>, <a href="mailto:jeremiah.johnson@fcps.org">jeremiah.johnson@fcps.org</a>, and <a href="mailto:brandon.oland@fcps.org">brandon.oland@fcps.org</a>.</b></p>		

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

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

Staff recommends that RFP 21MISC1, Employee Assistance Program Services be renewed to ComPsych Employee Assistance Programs, Inc. dba: ComPsych of Chicago, Illinois.

**PRESENTER(S) & TITLE(S):**

Kim Miskell, CSBO, Assistant Purchasing Manager  
 Sarah Minnick, Senior Manager Benefits and Wellness, Human Resources

**SUBMITTED BY:**

Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager  
 Leslie R. Pellegrino, Chief Financial Officer

**RFP 21MISC1**  
**EMPLOYEE ASSISTANCE PROGRAM SERVICE**  
**(RENEWAL)**

**FACT SHEET**

A. **Overview:** This recommendation is to renew the contract for providing employee assistance program services for eligible Frederick County Public Schools (FCPS) employees and their dependents.

1. **Other Facts:**

- The contract term will be effective from July 1, 2023 through June 30, 2024, with the option to renew for one additional one-year term.
- As of June 1, 2020, FCPS offers EAP benefits to 6,991 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.
- The rates for the renewal term remain unchanged.
- 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 Sarah Minnick, Senior Manager Benefits and Wellness, Human Resources.

2. **Source of Funding:** Contingent upon Board approval of FY24 Operating Budget.

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B. **Recommendation:** Staff recommends that RFP 21MISC1, Employee Assistance Program Services, be renewed to ComPsych Employee Assistance Programs, Inc. dba: ComPsych, at a rate of \$0.91 per participant per month with estimated annual cost of \$76,342.

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

<u>KM/mg</u> Approved	_____ Denied	_____ Deferred	_____ Other	KM/mg
<u>6.14.23</u> Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 06.14.23