

**RFP 21MISC1**  
**EMPLOYEE ASSISTANCE PROGRAM SERVICES**  
**(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 renewal term will be effective July 1, 2024 through June 30, 2025, with no renewal options remaining.
- As of May 1, 2024, FCPS offers EAP benefits to 7,400 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, Human Resources.

2. **Source of Funding:** Contingent upon Board approval of FY25 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 \$80,808.

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

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred	<input type="checkbox"/> Other	KM/sg
06.12.24_Date	_____Date	_____Date	_____Date	BOE Meeting: 06.12.24