

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	09/13/10	Open	Action	08/25/10

Subject: Approving the Second Amendment to the Contract for Employee Assistance Program (EAP) Services and Authorizing the Solicitation of Proposals for Employee Assistance Program (EAP) Services

ISSUE

Whether or not to approve the Second Amendment to the Contract for Employee Assistance Program (EAP) Services with Horizon EAP Behavioral Services and authorize the Solicitation of Proposals for EAP Services.

RECOMMENDED ACTION

- A. Adopt Resolution 10-09-____, Approving the Second Amendment to the Contract for Employee Assistance Program (EAP) Services with Horizon EAP Behavioral Services; and
- B. Adopt Resolution 10-09-____, Authorizing the Solicitation of Proposals for Employee Assistance Program (EAP) Services.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$ 30,000
Budget Source:	Operating	Next FY:	\$ NA
Funding Source:	Local	Annualized:	\$ NA
Cost Cntr/	42	Total Amount:	\$ 30,000
GL Acct(s):	630014		
Total Budget:	\$ 30,000		

Original Contract with Horizon EAP:	\$201,000
First Amendment to Contract with Horizon EAP:	-\$15,552 (reduced on-site counselors hours)
Second Amendment to Contract with Horizon EAP:	+\$24,080 (unexpected events)
"	+\$13,200 (3-month extension Oct. - Dec)
New Total Contract:	\$222,728

The budget for the new contract will be identified when contract award will be presented to the Board as a future action.

DISCUSSION

Regional Transit first established an Employee Assistance Program (EAP) in 1984. The program provides confidential counseling and referral services to employees and dependents on matters that may affect job performance. Services include counseling for alcohol and drug abuse, gambling, marital, family, medical, emotional, financial and legal problems. The EAP also provides guidance and training for supervisors and managers on handling difficult problems.

Approved:

Presented:

FINAL 8/31/10

General Manager/CEO

Director, Human Resources

C:\Temp\BCL Technologies\NitroPDF6\@BCL@F000F8A2\@BCL@F000F8A2.doc

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	09/13/10	Open	Action	08/25/10

Subject: Approving the Second Amendment to the Contract for Employee Assistance Program (EAP) Services and Authorizing the Solicitation of Proposals for Employee Assistance Program (EAP) Services

On August 27, 2007, the Board awarded a contract for Employee Assistance Program (EAP) Services to Horizon EAP Behavioral Services. The contract has a 3-year term with an option to renew for years 4 and 5. The 3-year term will expire on September 30, 2010. Horizon has performed well during the 3-year term and staff desires the continuation of EAP services with Horizon for the option years which requires Board approval and an amendment to the Contract; however, Horizon informed RT that it cannot provide service at the same low rate for that duration of time.

As part of RT's efforts to reduce overall expenses to address its fiscal crises, RT negotiated a reduction in hours for the on-site Counselor with Horizon in September 2009 and entered into a First Amendment to the Principal Agreement under the General Manager/CEO's authority. Pursuant to the First Amendment to the Principal Agreement, the on-site Counselor's hours were reduced by 4-hours each week. This reduction in hours resulted in a reduction in the overall total contract consideration by \$15,552 from \$201,000 to \$185,448. The savings were not realized, however, because RT had the need for additional services as a result of two unexpected events: 1) RT required critical incident/grief support after the death of an RT employee in 2008 for which RT paid \$13,650; and 2) RT required on-site support for employees affected by the workforce reductions in 2010 for which RT paid \$10,430. These added costs have resulted in a contract funding shortfall. As such, RT needs to add funding to the contract so that it can fund the remaining term of the contract, plus the additional three months the Second Amendment to the Principal Agreement will add to the Contract term.

Horizon has agreed to continue providing service for an additional 3-months at the current low rate of \$1.50 per employee per month to ensure that RT does not suffer a lapse in EAP services while RT staff solicits for a new contract which is expected to take 3 to 4 months. In order to effectuate this extension, ER must enter into an amendment to the Contract extending the present term 3 months. In addition, Staff has prepared an RFP soliciting EAP services and seeks Board approval to release the RFP and advertise pursuant to RT's Procurement Ordinance.

Staff recommends the Board approve the Second Amendment to the Contract for employee assistance program services with Horizon EAP Behavioral Services by which Horizon will continue to provide EAP services for an additional 3 months, from October 1, 2010 through December 31, 2010, and the total consideration is increased by \$37,280, from \$185,448 to \$222,728; and, that the Board authorize Staff to solicit proposals for Employee Assistance Program (EAP) Services.

RESOLUTION NO. 10-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 13, 2010

APPROVING THE SECOND AMENDMENT TO THE CONTRACT FOR EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES WITH HORIZON EAP BEHAVIORAL SERVICES

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Second Amendment to the Contract between Sacramento Regional Transit District, therein referred to as "RT," and Horizon EAP Behavioral Services, therein referred to as "Consultant," whereby Consultant agrees to continue to provide EAP services for an additional 3 months, from October 1, 2010 through December 31, 2010, and the total consideration is increased by \$37,280, from \$185,448 to \$222,728, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Second Amendment.

STEVE MILLER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

RESOLUTION NO. 10-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 13, 2010

AUTHORIZING THE SOLICITATION OF PROPOSALS FOR EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Request for Proposal for Employee Assistance Program Services for a 3-year term with option to renew for an additional two, one-year terms, is hereby approved and authorized for release.

THAT, the Request for Proposal be advertised pursuant to the provisions of the RT Procurement Ordinance.

STEVE MILLER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary