

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	08/10/15	Open	Action	07/24/15

Subject: Authorizing the Release of a Request for Proposals for Employee Assistance Program (EAP) Services

ISSUE

Whether or not to authorize the Solicitation of Proposals for Employee Assistance Program (EAP) Services.

RECOMMENDED ACTION

Adopt Resolution 15-08-____, Authorizing the Release of a Request for Proposals for Employee Assistance Program (EAP) Services.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$NA
Budget Source:	Operating	Next FY:	\$NA
Funding Source:	Local	Annualized:	\$NA

This action does not involve the expenditure of funds. The contract award, which will involve the expenditure of funds, 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 their 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 personnel problems.

On December 13, 2010, the RT Board awarded a contract for EAP Services to MHN, Inc., for a 3-year term, with the option to renew for two additional 1-year terms. The contract was made effective January 1, 2011; both option years were exercised and the final contract will expire on December 31, 2015. RT staff desires to enter into another EAP contract that will be effective on January 1, 2016 to maintain continuity of services and to minimize service disruption to employees using the EAP.

Staff recommends the Board approve the release of an RFP for Employee Assistance Program for a 3-year term with the option to renew for two additional 1-year terms.

Approved:

Presented:

Final 08/03/15

General Manager/CEO

Director, Human Resources

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August

10,

RESOLUTION NO. 15-08-_____

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

August 10, 2015

**AUTHORIZING THE RELEASE OF A REQUEST FOR 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 Proposals for Employee Assistance Program Services for a 3-year term with an option to renew for an additional two, one-year terms, is hereby approved and authorized for release.

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

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary