



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 19, 2017
Action Item for the City Council Meeting of September 26, 2017

DATE: September 19, 2017

TO: Margie C. Rose, City Manager

FROM: Steve Viera, Director Human Resources
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Kim Baker, Assistant Director of Financial Services-Purchasing Division
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Employee Assistance Program

CAPTION:

Motion authorizing City Manager, or designee, to execute an agreement with Family Counseling Service of Corpus Christi, Texas to provide employee assistance program services for the Corpus Christi City employees and their families in response to Request for Bid No. 1244 based on the lowest responsive, responsible bid for a total amount not to exceed \$15,840, and is being budgeted in FY2017-18 through the annual budget appropriations. The term of the agreement is for one year with an option to extend for up to four additional one-year periods, subject to the sole discretion of the City, with a total potential multi-year amount of up to \$79,200.

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PURPOSE:

This service agreement is for employee assistance program services for City staff.

BACKGROUND AND FINDINGS:

Family Counseling Service provides Employee Assistance Programs (EAP) for City staff. An integral part of Human Resources Management, the EAP counselors provide counseling to troubled employees. Employee relations refer cases such as suspicion of alcohol and/or drug use to EAP counselors as well.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received three responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, Family

Counseling Service.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Human Resources

FINANCIAL IMPACT:

☒ Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$0	\$79,200	\$79,200
Encumbered / Expended Amount	\$0	\$0.00	\$0
This item	\$0	\$79,200	\$79,200
BALANCE	\$0	\$0.00	\$0

Fund(s): General Fund

Comments: The initial contract is for an amount not to exceed \$15,840.00, with a total potential multi-year amount of up to \$79,200. Annual funding will be requested during future budget years.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation