

**CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Mayor and Council

THROUGH: J. Rolando Bono, Interim City Manager

FROM: Sharon De La Garza, Human Resources Director

COPIES: Frances A. Gonzalez, Assistant City Manager; City Attorney's Office; Finance Department; File

SUBJECT: Deer Oaks Contract

DATE: October 7, 2004

SUMMARY AND RECOMMENDATION

This Ordinance authorizes the City Manager or her designee to execute a contract with Deer Oaks EAP Services at an estimated annual amount of \$101,977 to provide an Employee Assistance Program for all non-uniformed active City employees and their eligible family members for evaluation, assessment and short-term counseling services. The term of this contract is three (3) years, beginning January 1, 2005 and ending December 31, 2007, with an option to extend the contract for up to two (2) one (1) year extensions, subject to and contingent upon funding and approval by City Council.

Staff recommends approval of this Ordinance.

BACKGROUND INFORMATION

The City of San Antonio has provided an Employee Assistance Program benefit since August 1, 1999 through Employee Assistance Program International (EAPI). Types of counseling services provided include, but are not limited to, family and marital problems, drug and/or alcohol abuse and dependency, depression, anger management, financial and legal issues, stress and/or tension, grief, and child and adolescent problems.

A Request for Proposal (RFP) for Combined Health Benefits, which included an employee assistance program services module, was developed in coordination with Asset Management and a contracted independent consultant. The RFP was posted on the City of San Antonio Government Website on March 15, 2004 and distributed to 20 employee assistance program vendors who currently provide this service in Texas. The Human Resources Department advertised the RFP in the San Antonio Express-News on March 21, 2004. A Pre-Proposal

Conference was held on April 2, 2004 and the RFP closed on April 21, 2004. Sixteen (16) employee assistance program service RFP responses were received by the deadline and reviewed by a Technical Committee for compliance with RFP requirements, financial stability, SBEDA scoring and short listing for interview. The Technical Committee consisted of representatives from the City Attorney's Office, Economic Development, Finance, Health, Asset Management, and the Human Resources Departments.

The RFP Evaluation Committee convened on June 17, 2004 to review the short listed five (5) proposals for evaluation, interview and scoring. The Evaluation Committee was composed of department directors or designees from Human Resources, Finance, Fire, Health, Parks & Recreation, Police, Purchasing, and Asset Management (advisory role); and individuals from the Fire Association, Police Association, Civilian Employee Association and the Retiree Association. Interviews with the short listed employee assistance program firms were held on June 28-29, 2004 and final scoring by the committee was conducted July 7, 2004. The Committee scored according to the evaluation criteria listed in the RFP which included the following: responsiveness to the RFP (5%), Proposed Service Plan (20%), and Background and Capability (25%). The SBEDA scores (20%) were submitted by Economic Development, and the proposed pricing schedule (30%) was calculated with the application of a mathematical formula. The scoring matrix is attached.

As a result of this RFP process the Evaluation Committee recommends that Deer Oaks EAP Services be awarded the contract to provide employee assistance program services for the non-uniformed employees. The Deer Oaks EAP program will increase the number of counseling sessions per plan participant, per issue, per year from 5 to 6, with no limit on the number of issues a participant may receive in a year.

POLICY ANALYSIS

Execution of this agreement will allow the City to continue to offer an employee assistance program, which is an integral part of the City's Health Benefits Program.

FINANCIAL IMPACT

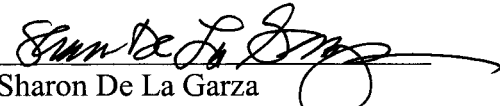
Funds are appropriated annually, by fiscal year, in the Employee Benefits Self-Insurance Fund. This ordinance will authorize the first nine (9) months of this contract in FY 2004-2005 and the remaining twenty-seven (27) months will be authorized in FY 2005-2006, FY 2006-2007 and FY 2007-2008, contingent upon subsequent funding. The negotiated per employee per month rate of \$1.32, which is a reduction from the current rate of \$1.88, results in an estimated annual savings of \$43,264 per calendar year. The rate is guaranteed for the entire term of the contract.

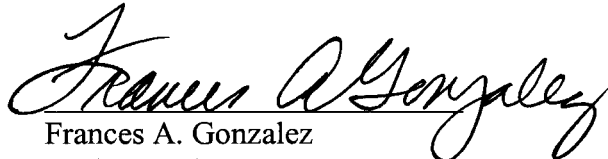
COORDINATION

This item has been coordinated with the City Attorney's Office, Asset Management, Finance, Health and Economic Development Departments.

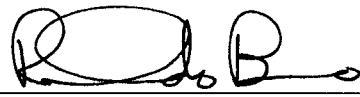
SUPPLEMENTAL COMMENTS

The required Ethics Disclosure Statement is attached.


Sharon De La Garza
Human Resources Director


Frances A. Gonzalez
Assistant City Manager

Approved:


J. Rolando Bono
Interim City Manager

Attachments

City of San Antonio
Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before a discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any individual who would be a party to the discretionary contract:

None - N/A

(1) the identity of any business entity¹ that would be a party to the discretionary contract:

None - N/A

and the name of:

(A) any individual or business entity that would be a **subcontractor** on the discretionary contract:

None - N/A

and the name of:

(A) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract:

None - N/A

¹ A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

- (1) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

NONE - N/A

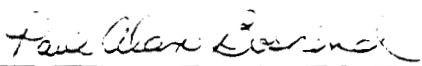
Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
NONE - N/A		

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

NONE - N/A		
Signature: 	Title: CEO/Owner Company: Deer Cars ERP Services	Date: 04-21-08

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

**Attachment A
Evaluation Matrix**

	Deer Oaks	Horizon	United Healthcare	Community First	Humana
Responsiveness to RFP - 5 Pts.	4.13	4.38	3.63	4.00	3.63
Proposed Services - 20 Pts.	16.13	15.88	13.38	15.88	15.13
Pricing Schedule - 30 Pts.	30.00	24.29	19.60	29.33	20.73
Background & Capability to Provide Services - 25 Pts.	19.75	21.13	17.88	20.50	18.00
Total Technical Points	70.00	65.67	54.48	69.71	57.48
SBEDA	10.75	4.75	6.00	10.00	6.00
Total Score	80.75	70.42	60.48	79.71	63.48