

RESOLUTION NO. 2006-218

AUTHORIZING CONTRACT NO. 2006-094 WITH MOORE COUNSELLING & MEDIATION SERVICES, INC. TO PROVIDE AN EMPLOYEE ASSISTANCE PROGRAM FOR A PERIOD OF THREE YEARS IN AN AMOUNT NOT TO EXCEED \$186,310.80 WITH AN OPTION FOR TWO ADDITIONAL ONE-YEAR OPTION PERIODS IN AN AMOUNT NOT TO EXCEED \$62,103.60 PER YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$310,518.00 (GENERAL FUND, LABOR & EMPLOYEE RELATIONS DEPARTMENT BUDGET)

WHEREAS, the Authority requires the services of an Employee Assistance Program (EAP) to offer professional help to its employees for personal, alcohol and drug dependency, family, financial and legal problems; and

WHEREAS, the proposal of Moore Counseling & Mediation Services, Inc. located at 20690 Lakeland Boulevard, Euclid, Ohio to provide an EAP for a period of three years commencing on March 1, 2007 with an option for two additional one-year periods was received on October 27, 2006; and

WHEREAS, after negotiations, monthly rates totaling an estimated \$186,310.80 for the base three year period with two one year options in an estimated amount of \$62,103.60 per option year for a total contract amount not to exceed \$310,518.00 was agreed upon; and

WHEREAS, the General Manager/Secretary-Treasurer deems the negotiated offer of Moore Counseling & Mediation Services, Inc. to provide an EAP to be the most advantageous to the Authority, price and all other factors considered and recommends acceptance hereof by the Board of Trustees.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the proposal submitted by Moore Counseling & Mediation Services, Inc., as modified by negotiations, to provide EAP services for a period of three years with the option for two additional one-year periods be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer be, and he hereby is authorized to enter into a contract with Moore Counseling & Mediation Services, Inc. to provide EAP services for a period of three years with the option for two additional one-year periods.

Section 3. That said contract shall be payable out of the General Fund, Labor & Employee Relations Department budget, in an amount not to exceed one hundred eighty-six thousand three hundred ten & 80/100 dollars (\$186,310.80) for the base three year period with two one year options in an amount not to exceed sixty-two thousand one hundred three & 60/100 dollars (\$62,103.60) for each option year in a total contract amount not to exceed three hundred ten thousand five hundred eighteen & 00/100 dollars (\$310,518.00).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years, compliance by the contractor to Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2006-77; bonding and insurance requirements and all applicable laws relating to the contractual obligation of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Moore Counseling & Mediation Services, Inc. will attempt to exceed the 15% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: December 19, 2006



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2006-094 WITH MOORE COUNSELING & MEDIATION SERVICES, INC. TO PROVIDE AN EMPLOYEE ASSISTANCE PROGRAM FOR A PERIOD OF THREE YEARS IN AN AMOUNT NOT TO EXCEED \$186,310.;80 WITH AN OPTION FOR TWO ADDITIONAL ONE-YEAR PERIODS IN AN AMOUNT NOT TO EXCEED \$62,103.60 PER YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$310,518.00 (GENERAL FUND, LABOR & EMPLOYEE RELATIONS DEPARTMENT BUDGET)		Resolution No.: 2006-218
		Date: December 14, 2006
		Initiator: Medical Services Department

ACTION REQUEST:

Approval Review/Comment Information Only Other _____

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to enter into a contract for an Employee Assistance Program (EAP).
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority has offered its employees an EAP since 1989. The EAP provides employees with professional help for personal, alcohol and drug dependency, family, financial and legal problems. An EAP allows for self and management referrals of employees for ongoing problems as well as crisis intervention. It also has traditionally been cost effective in reducing absenteeism and improving the productivity of employees.
- 3.0 PROCUREMENT BACKGROUND: The Request for Proposal was posted on the GCRTA web site and advertised in the local newspapers. Twenty (20) potential vendors downloaded the solicitation and five (5) proposals were received on October 27, 2006. Proposals were evaluated by a panel of Authority employees in accordance with established Procurement Policies and Procedures. After interviews and negotiations, the proposal of Moore Counseling & Mediation Services, Inc. was determined to be the most advantageous to the Authority to provide an EAP. Rates resulted in an estimate price of \$186,310.80 for the base three-year period.

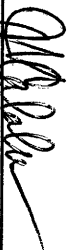
A cost analysis has been performed and the Procurement Department has determined the negotiated rates to be fair and reasonable to the Authority.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 15% DBE goal was established for this procurement. Moore Counseling & Mediation Services, Inc has committed to meet the DBE goal through the utilization of Trinity Corp, in an amount of at least \$27,946.62.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract shall be funded through the General Fund, Labor & Employee Relations Department budget in an amount not to exceed one hundred eighty-six thousand three hundred ten & 80/100 dollars (\$186,310.80) for the base three-year period with two one-year options in an amount not to exceed sixty-two thousand one hundred three & 60/100 dollars (\$62,103.60) for each option year for a total contract amount not to exceed three hundred ten thousand five hundred eighteen & 00/100 dollars (\$310,518.00). This is an 11% decrease in the total projected cost of \$70,000 for the first contract year.

7.0 ALTERNATIVES: Reject this offer. Rejection of the offer would delay procurement of future EAP services and risk disruption in the EAP currently provided to employees.

8.0 RECOMMENDATION: It is recommended that the offer of Moore Counseling & Mediation Services, Inc., as modified by negotiations, be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to enter into a contract.

9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer