

RESOLUTION NO. 2011-108

AUTHORIZING CONTRACT NO. 2011-095 WITH MOORE COUNSELING & MEDIATION SERVICES, INC. TO PROVIDE AN EMPLOYEE ASSISTANCE PROGRAM FOR A PERIOD OF THREE YEARS WITH TWO ONE-YEAR OPTIONS IN AN ESTIMATED AMOUNT OF \$150,930.00 FOR THE BASE THREE YEARS AND AN ESTIMATED AMOUNT OF \$50,310.00 FOR EACH OPTION YEAR FOR A TOTAL ESTIMATED CONTRACT AMOUNT OF \$251,550.00 (GENERAL FUND, LABOR & EMPLOYEE RELATIONS DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit 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 22639 Euclid Avenue, Euclid, Ohio to provide an EAP for a period of three years commencing March 1, 2012 with an option for two additional one-year periods was received on September 7, 2011; and

WHEREAS, after negotiations, monthly rates totaling an estimated \$150,930.00 for the base three year period with two, one-year options in an estimated amount of \$50,310.00 per option year for a total estimated contract amount of \$251,550.00 was agreed upon; and

WHEREAS, the General Manager/Secretary-Treasurer deems the negotiated offer of Moore Counseling & Mediation Services to be in the best interest of the Authority and recommends acceptance thereof 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 two one-year options, be and the same is hereby accepted.

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

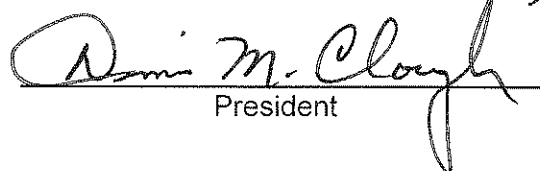
Section 3. That said contract shall be payable from the General Fund, Labor & Employee Relations Department budget in an estimated amount of one hundred fifty thousand nine hundred thirty & 00/100 dollars (\$150,930.00) for the base three years with the Authority retaining two, one-year options in an estimated amount of fifty thousand three hundred ten & 00/100 dollars (\$50,310.00) for each option year for a total estimated contract amount of two hundred fifty-one thousand five hundred fifty & 00/100 dollars (\$251,550.00).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon approval of future funding, compliance by the contractor to the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2011-034; bonding and insurance requirements and all applicable laws relating to contractual obligations 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% minimum DBE goal assigned to this procurement.

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

Adopted: December 20, 2011

  
President *Acting*

Attest:   
CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION</b>  <b>CONTRACT:</b> EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES  <b>VENDOR:</b> MOORE COUNSELING & MEDIATION SERVICES, INC.  <b>AMOUNT:</b> ESTIMATED AMOUNT OF \$150,930.00 FOR BASE THREE YEARS AND ESTIMATED AMOUNT OF \$50,310.00 FOR EACH OF TWO OPTION YEARS FOR TOTAL ESTIMATED CONTRACT AMOUNT OF \$251,550.00	<b>Resolution No.:</b> 2011-108
	<b>Date:</b> December 15, 2011
	<b>Initiator:</b> Labor & Employee Relations Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for an Employee Assistance Program (EAP) for a period of three years with two, one-year options.
  
- 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 (RFP) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty-one (21) prospective proposers downloaded the solicitation and two (2) proposals were received. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Moore Counseling & Mediation Services, Inc. was determined to be advantageous to the Authority. An estimated amount of \$150,930.00 for the base contract with two one year options in an estimated amount of \$50,310.00 per option year for total estimated contract amount of \$251,550.00 was agreed upon.  
  
 A cost analysis was performed and the Procurement Department has determined the offer of Moore Counseling & Mediation Services, Inc. to be fair and reasonable for 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 and Mediation Services (African American Female-owned) is the prime contractor, and has committed to the utilization of Hollinger Financial (African American Female-owned) in the amount up to \$37,732.50 or 15%.
  
- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 ECONOMIC IMPACT: The contract will be funded through the General Fund, Labor & Employee Relations Department budget in an estimated amount of one hundred fifty thousand three hundred ten & 00/100 dollars (\$150,310.00) for the base three years, and in an estimated amount of fifty thousand three hundred ten & 00/100 dollars (\$50,310.00) for each of the two option years for a total estimated contract amount of two hundred fifty-one thousand five hundred fifty & 00/100 dollars (\$251,550.00). This is within the budgeted amount for these services.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would delay procurement of future EAP services and risk disruption in the EAP currently provided to employees.
- 8.0 RECOMMENDATION: This procurement was discussed at the December 6, 2011 Finance Committee meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of Moore Counseling & Mediation Services, Inc., as negotiated, 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.



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CEO, General Manager/Secretary-Treasurer