

RESOLUTION NO. 2016-107

AUTHORIZING CONTRACT NO. 2016-108 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 \$228,420.00 FOR THE BASE THREE YEARS AND AN ESTIMATED AMOUNT OF \$76,140.00 FOR EACH OPTION YEAR FOR A TOTAL ESTIMATED CONTRACT AMOUNT OF \$380,700.00 (GENERAL FUND 2017, 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, 2017 with an option for two, additional one-year periods was received on September 19, 2016; and

WHEREAS, after negotiations, monthly rates totaling an estimated \$228,420.00 for the base three year period with two, one-year options in an estimated amount of \$76,140.00 per option year, for a total estimated contract amount of \$380,700.00 was agreed upon; and

WHEREAS, the CEO, 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 CEO, 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 CEO, General Manager/Secretary-Treasurer.

Section 3. That said contract shall be payable from the General Fund, Labor & Employee Relations Department budget payable with 2017 funds (contingent upon Board Approval of the 2017 Operating Budget), in an estimated amount of \$228,420.00 for the base three years with the Authority retaining two, one-year options in an estimated amount of \$76,140.00 for each option year, for a total estimated contract amount of \$380,700.00 for the five-year period.

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 2015-076; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

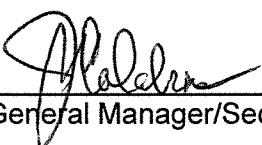
Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Moore Counseling & Mediation Services, Inc. will attempt to exceed the 12% minimum DBE goal assigned to this procurement.

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

Adopted: December 20, 2016



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Form 100-326
07-03-97

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION CONTRACT: EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES VENDOR: MOORE COUNSELING & MEDIATION SERVICES, INC. AMOUNT: ESTIMATED AMOUNT OF \$228,420.00 FOR BASE THREE YEARS AND ESTIMATED AMOUNT OF \$76,140.00 FOR EACH OF TWO OPTION YEARS, FOR TOTAL ESTIMATED CONTRACT AMOUNT OF \$380,700.00	Resolution No.: 2016-107
	Date: December 15, 2016
	Initiator: Labor & Employee Relations Department
ACTION REQUEST: <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. The Authority will work with the EAP provider to enhance its efforts to help alleviate stress of its employees, especially its operators. The EAP will provide weekly onsite counseling opportunities to employees at the Districts to assist them with work and personal issues. By reducing stress and outside complications, the Authority also hopes to reduce absenteeism and improve the productivity of employees.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the Procurement section of the RTA web site and advertised in the local newspapers. Seventeen (17) interested parties downloaded the solicitation and three (3) proposals were received on September 19, 2016. 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 \$228,420.00 for the base contract with two, one-year options in an estimated amount of \$76,140.00 per option year, for total estimated contract amount of \$380,700.00 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 12% DBE goal was established for this procurement. Moore Counseling & Mediation Services is a certified DBE firm (Female-owned), and will self-perform a majority of the work.

- 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 payable with 2017 funds (contingent upon Board Approval of the 2017 Operating Budget) in an estimated amount of \$228,420.00 for the base three years, and in an estimated amount of \$76,140.00 for each of the two option years, for a total estimated contract amount of \$380,700.00 for the five-year period. This is approximately 14% above the estimated 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, 2016 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 CEO, 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