

RESOLUTION NO. 2022-15

AUTHORIZING CONTRACT NO. 2021-127 WITH MOORE COUNSELING & MEDIATION SERVICES, INC. TO PROVIDE AN EMPLOYEE ASSISTANCE PROGRAM FOR A BASE PERIOD OF THREE YEARS WITH TWO, ONE-YEAR OPTIONS IN AN AMOUNT NOT TO EXCEED \$237,600.00 FOR THE BASE THREE YEARS AND AN AMOUNT NOT TO EXCEED \$79,200.00 FOR EACH OPTION YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$396,000.00 (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, family, financial, legal, and alcohol and drug dependency problems; and

WHEREAS, the proposal of Moore Counseling & Mediation Services, Inc., located at 22639 Euclid Avenue, Euclid, Ohio 44117 to provide an EAP for a base period of three years commencing March 1, 2022, with an option for two additional one-year periods, was received on November 12, 2021; and

WHEREAS, after negotiations, monthly rates totaling an amount not to exceed \$237,600.00 for the base three-year period with two, one-year options in an amount not to exceed \$79,200.00 per option year, for a total contract amount not to exceed \$396,000.00 for the five-year period, was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Moore Counseling & Mediation Services, Inc., as negotiated, 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 offer of Moore Counseling & Mediation Services, Inc., as negotiated, to provide an Employee Assistance Program (EAP) for a base period of three years, with two, one-year options, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be, and she 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, Chief Executive Officer.

Section 3. The contract will be funded through the General Fund, Labor & Employee Relations Department budget, in an amount not to exceed \$237,600.00 for the base three-year period with the Authority retaining two, one-year options in an amount not to exceed \$79,200.00 for each option year, for a total contract amount not to exceed \$396,000.00 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; bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

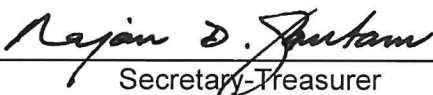
Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Moore Counseling & Mediation Services, Inc. will attempt to exceed the 15% minimum DBE goal assigned to this procurement.

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

Adopted: February 15, 2022



President

Attest: 

Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES VENDOR: MOORE COUNSELING & MEDIATION SERVICES, INC. AMOUNT: AMOUNT NTE \$237,600.00 FOR THE BASE THREE YEARS AND AN AMOUNT NTE \$79,200.00 FOR EACH OPTION YEAR, FOR A TOTAL CONTRACT AMOUNT NTE \$396,000.00 FOR THE FIVE-YEAR PERIOD	Resolution No.: 2022-15
	Date: February 10, 2022
	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, family, financial, legal, and alcohol and drug dependency 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 monthly on-site 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. Ten (10) interested parties downloaded the solicitation and two (2) proposals were received on November 12, 2021. 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. to provide EAP services was determined to be most advantageous to the Authority. An amount not to exceed \$237,600.00 for the base contract of three years with two, one-year options in an amount not to exceed \$79,200.00 per option year, for a total contract amount not to exceed \$396,000.00, was agreed upon.

 A cost analysis was performed. The Procurement Department has determined the negotiated offer from MCMS to be fair and reasonable for the Authority.

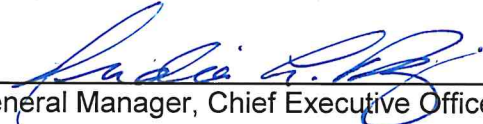
- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A DBE goal of 15% was established for this procurement. The prime contractor is Moore Counseling & Mediation Services, Inc., a certified DBE (Female-owned) firm which will be fulfilling the DBE participation goal established for the contract.

- 5.0 **POLICY IMPACT:** Does not apply.

Staff Summary & Comments
Employee Assistance Program Services
Page 2

- 6.0 **ECONOMIC IMPACT:** The contract will be funded through the General Fund, Labor & Employee Relations Department budget in an amount not-to-exceed \$237,600.00 for the base three years, and in an amount not-to-exceed \$79,200.00 for each of the two option years, for a total contract amount not-to-exceed \$396,000.00 for the five-year period. This is approximately 4% above the previous contract and is consistent with the independent cost estimate.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would delay procurement of future EAP services and risk disruption in the EAP services currently provided to employees.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Organizational, Services & Performance Monitoring Committee at the February 1, 2022 meeting. It is recommended that the offer of Moore Counseling & Mediation Services, Inc. be accepted, and the resolution passed authorizing the General Manager, Chief Executive Officer 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.



General Manager, Chief Executive Officer