COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

May 30, 2014

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

Re: Employee Assistance Program Contract

Dear Honorable Members:

Please find enclosed for your approval a resolution seeking authority to enter into contract with Employee Resources, Inc. to perform the services required for the County's Employee Assistance Program ("EAP").

The EAP is a contractual obligation in all of the collective bargaining agreements. It is a long established practice that is not only used for employee benefit, but is also a requirement in certain disciplinary actions and drug testing investigations required after motor equipment accidents.

The current EAP contract with a vendor expires on July 14, 2014. Following a request for proposals which generated six respondents, the new vendor was selected by a review committee.

Should your Honorable Body require further information, please contact Personnel Commissioner David Palmer. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/mc
Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Personnel
Re: Employee Assistance Program Contract
Date: **May 30, 2014**

SUMMARY

Authorization is requested enter into a contract with Employee Resources Inc. to administer the Employee Assistance Program (EAP).

FISCAL IMPLICATIONS

Funding for this contract is contained in the current budget of the Erie County Department of Personnel in Fund 16110 Account 516020 Professional Fees and Services.

REASONS FOR RECOMMENDATION

The County is obligated by the Collective Bargaining Agreements to provide an EAP. The current EAP contract with a vendor expires on July 14, 2014. Following a request for proposals which generated six respondents, the new vendor was selected by a review committee.

BACKGROUND INFORMATION

The previous contract was previously bid out four years ago and is scheduled to end on July 14, 2014. Under the new agreement, the initial contract would run from July 15, 2014 to July 15, 2017 with the option to renew for up to three additional years one year at a time at the option of the County.

CONSEQUENCES OF NEGATIVE ACTION

The County would be non-compliant with the Collective Bargaining Agreements. There would be no method in place for required drug and alcohol testing in the event of a work related accident.

STEPS FOLLOWING APPROVAL

The contract will be executed by the Department of Law and services will be provided to the employees of Erie County.

RESOLUTION SUBMITTED BY:
DEPARTMENT OF PERSONNEL

RE: Employee Assistance Program Contract

WHEREAS, the County is required under collective bargaining agreements to provide an Employee Assistance Program ("EAP)"; and

WHEREAS, the County's current contract with Palladian Health expires on June 30, 2014; and

WHEREAS, the administration conducted a request for proposals for the EAP and received six responses from firms; and

WHEREAS, the review committee analyzed the responses and selected Employee Resources Inc. as the lowest responsible bidder; and

WHEREAS, the respondent will provide the EAP service at a lower rate than the current contract.

NOW, THEREFORE, BE IT

RESOLVED, that the Department of Law is authorized to develop and the Erie County Department of Personnel is authorized to enter in to a contract with Employee Resources Inc. for the administration of the EAP for the period July 15, 2014 to July 15, 2017 with the option for three, one-year extensions at the discretion of the County; and be it further

RESOLVED, that funds for this contract are available in the Department of Personnel's Budget in fund center 16110, account 516020, professional fees and services; and be it further

RESOLVED, that certified copies of this resolution shall be transmitted to the County Executive, Department of Law, Department of Personnel, Division of Budget and Management, and Office of the Comptroller.