



EC LEG 18002113 Rev 2-17

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

December 2, 2019

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 a contract with eviCore Employee Assistance Program (“eviCore EAP”) to perform services required for the County’s Employee Assistance Program (“EAP”).

An EAP is a contractual obligation in all of the collective bargaining agreements. It is a long established practice that is not only used for the benefit of employees, but it is also a requirement in certain disciplinary actions and drug testing investigations required after work-related accidents.

The current EAP vendor contract expired on July 15, 2019, with the following contract extension expiring on December 31, 2019. Following a request for proposals which generated three respondents, the new vendor was selected by the Review Committee.

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

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/mc
Enclosure

CC: Timothy R. Hogues, Commissioner, Personnel

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Personnel
Re: Employee Assistance Program Contract
Date: December 2, 2019

SUMMARY

Authorization is requested enter into a contract with eviCore Employee Assistance Program (“eviCore EAP”) to administer the Employee Assistance Program (EAP) and permission to pay Employee Resources, Inc. for interim bridging services from October 1, 2019 through December 31, 2019.

FISCAL IMPLICATIONS

Funding for this contract is contained in the current budget of the Erie County Department of Personnel in Funds Center 16110 of Fund 110 in Account 516020 Professional Fees and Services.

REASONS FOR RECOMMENDATION

The County is obligated by the Collective Bargaining Agreements to provide EAP services. The current EAP vendor contract extension expires on December 31, 2019.

Following a request for proposals which generated three respondents, the new vendor was selected by the Review Committee.

BACKGROUND INFORMATION

The previous contract was previously bid out four years ago and its current contract extension is scheduled to end on December 31, 2019.

Under the new agreement, the contract would cover the period of January 1, 2020 to December 31, 2023, with an option for three, one-year extensions at the discretion of the County.

CONSEQUENCES OF NEGATIVE ACTION

The County would be non-compliant with the various Collective Bargaining Agreements. There would be no methodology 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 its Collective Bargaining Agreements to provide an Employee Assistance Program (“EAP”); and

WHEREAS, the County’s current contract with Employee Resources, Inc. expired on July 15, 2019; and

WHEREAS, Employee Resources, Inc. provided interim bridging EAP services to the County through December 31, 2019 during the RFP process for a new EAP provider; and

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

WHEREAS, the Review Committee analyzed the responses and selected eviCore Employee Assistance Program (“eviCore EAP”) 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, the Erie County Legislature hereby waives the procedures, as impractical, provided for in Section 19.08 of the Erie County Administrative Code for purposes of securing the services of Employee Resources, Inc. to be retained to provide EAP services during the bridging period from July 15, 2019 and December 31, 2019; and be it further

RESOLVED, the contract with Employee Resources Inc. (Legal Document Number 14-552-Pe) be amended with an end date of December 31, 2019 and authorization payment of \$14,709.00 for services rendered from July 15, 2019 and December 31, 2019 while the RFP process was ongoing; and be it further

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 eviCore EAP for the administration of the EAP for the period January 1, 2020 through December 31, 2023, 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 Funds 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.



Department of Personnel

Recommendation for RFP 1934VF:

Administration and Operation of an Employee Assistance Program

Date: 10/07/2019

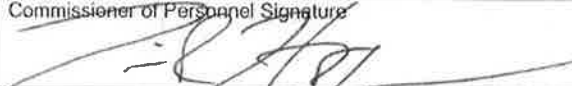

The review panel has completed its task of evaluating the proposals for the above-named RFP. The proposals were graded individually by each panel member based on the following factors:

1. Special Skill/Service
2. Agency Qualifications
3. Agency Expertise
4. Agency Experience
5. Cost effectiveness and budget

Proposer	Panel Score	Ranking
eviCore	75	1
eni	70.375	2
ESI	60.125	3

It is recommended that eviCore EAP provide EAP Services in Erie County in 2020. Supporting documentation is included in this packet.

The Department of Personnel has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.

Commissioner of Personnel Signature 	Printed Name Timothy R. Hogues	Date 10/11/2019
Deputy County Executive Signature 	Printed Name Maria Whyte	Date 10/21/19

Once reviewed and approved, please return to Angela Marinucci, Room 604 for processing. Thank you.

**ERIE COUNTY DEPARTMENT OF PERSONNEL
RFP PROPOSAL REVIEW SCORING MATRIX**

RFP # 1934VF: Administration and Operation of an Employee Assistance Program

Total Score by Reviewer

Proposer:	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #5	Average	Rank
eviCore	87	68	70.5	74.5		75	1
eni	83	66	57	75.5		70.375	2
ESI	67.5	66.5	40.5	66		60.125	3

**Summary of Total Agency Score by Criteria
Tabulated Scores for 3 of 4 Reviewers**

PROPOSER	Special Skill/Service	Agency Qualifications	Agency Expertise	Agency Experience	MWBE	TOTAL
Total possible points	110	30	20	200	40	400
eviCore	87	26	19	168	0	300
eni	84	22.5	17	157	0	280.5
ESI	71	20.5	17	132	0	240.5