



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 26, 2018**

**FROM: HUMAN RESOURCES** **WARDS: ALL**

**SUBJECT: RFP NO 1791 FOR PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH NANCY K. BOHL, INC., DBA THE COUNSELING TEAM INTERNATIONAL, TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM SERVICES TO CITY EMPLOYEES AND PRE-EMPLOYMENT SCREENINGS FOR SWORN FIRE AND POLICE PERSONNEL FOR A TERM TO JUNE 30, 2019 WITH THE OPTION OF TWO 2-YEAR EXTENSION FOR AN ANNUAL AMOUNT OF \$92,124**

## **ISSUE:**

Approve the Professional Consultant Services Agreement from RFP No 1791 for Nancy K. Bohl, Inc., doing business as The Counseling Team International, to provide Employee Assistance Program services to all regular City employees and pre-employment screening services for sworn personnel in the City's Fire and Police Department, for a term to June 30, 2019, with two optional two year extensions, for the annual amount of \$92,124.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement from RFP No 1791 for Nancy K. Bohl, Inc., doing business as The Counseling Team International, to provide Employee Assistance Program services to all regular City employees and pre-employment screening services for sworn personnel in the City's Fire and Police Department, for a term to June 30, 2019, with two optional two year extensions, for the annual amount of \$92,124; and
2. Authorize the City Manager, or designee, to execute Professional Consultant Services Agreement with Nancy K. Bohl, Inc., doing business as The Counseling Team International, including making minor non-substantive changes and the contract extensions.

## **BACKGROUND:**

In the interest of meeting our employees' psychological and emotional counseling needs, health and wellness needs, crisis management and family support needs, the City instituted an Employee Assistance Program (EAP) in 1983. Since then, the City has been offering these services to regular employees and their eligible family members at no cost.

In 2013, the City entered into a five (5) year contract with The Counseling Team International (TCTI) to provide EAP services exclusively to the Riverside Police Department. In October 2017, as a result of unexpected loss of services provided by the City's second EAP provider servicing all other City departments (except Police), the City entered into a temporary contract with TCTI to avoid a disruption in services. The agreements between the City and TCTI will expire June 30, 2018.

### **DISCUSSION:**

The Human Resources Department issued a Request for Proposal (RFP) Number 1791 in March 2018 for an Employee Assistance Program provider. The process resulted in one proposal being submitted by TCTI. The RFP Evaluation Committee, comprised of Human Resources staff and representatives from labor unions, reviewed the proposal and determined that TCTI should continue to provide these services as they have demonstrated their ability to provide excellent service to City employees during difficult times and provide valuable resources for various personal and family needs.

TCTI will continue to provide communication materials for employees, assist with Health and Wellness workshops, and provide employee training as necessary. Available services also include providing crisis counseling and/or group facilitation upon a department's request, as well as specialized services that specifically assist Fire and Police personnel including critical incident interventions, hostage negotiation assistance, and pre-employment psychological evaluations for sworn personnel. All benefited City employees and their eligible family members will have access to the services provided by TCTI.

As the end of the current contract approaches, staff recommends that the City approve the agreement with TCTI. The proposed contract includes a one (1) year agreement with optional two additional two-year extensions of the contract with no increase in the fee structure, upon mutual agreement of both parties.

The Purchasing Manager concurs that the recommendation to award the agreements to TCTI complies with Purchasing Resolution No. 23256.

### **FISCAL IMPACT:**

The combined fiscal impact is \$92,124 per year with sufficient funds budgeted in the 2018-19 adopted budget allocated to the Human Resources account 2115100-421000, Police department account 3500000-421000 and Fire department account 3105000-421000, in the amounts of \$49,694, \$26,824 and \$15,606, respectively.

Prepared by: Stephanie Holloman, Human Resources Director

Certified as to

availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement