



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 28, 2023**

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

**SUBJECT: SECOND AMENDMENT TO THE 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**

## **ISSUE:**

Approve the second amendment to the Professional Consultant Services Agreement between the Human Resources Department and 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 one-year term through June 30, 2024.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the second amendment to the current Agreement with Nancy K. Bohl, Inc., doing business as The Counseling Team International, to increase the contract amount by \$63,848, not to exceed \$175,520; and,
2. Authorize the City Manager, or his designee, to execute the amended Agreement with Nancy K. Bohl, Inc., doing business as The Counseling Team International in the amount of \$175,520 through June 30, 2024.

## **BACKGROUND:**

On June 26, 2018, the City Council approved the Professional Consultant Services Agreement with Nancy K. Bohl, Inc., doing business as The Counseling Team International (TCTI) for a total contract term of five (5) years. The award and selection were made as part of a formal solicitation and Request for Proposal (RFP) No 1791 to provide employee support services to general and law enforcement personnel in a variety of emotional, personal, financial, family, and work-related issues.

On June 27, 2023, the City Council approved a new Professional Consultant Services Agreement with Nancy K. Bohl, Inc., doing business as The Counseling Team International (TCTI) through June 30, 2024, in the amount of \$101,520. However, language in the current Agreement does not allow funds to be allocated to any services listed under the category “Additional Services,” without an amendment. In order for the City to allocate funds for the Additional Services listed below, an amendment is required.

- Additional Counseling
- Training Classes
- Critical Incident Intervention/Hostage Negotiation Assistance
- Pre-Employment Psychological Testing
- Psychological Testing for CCW Permit Applicants
- Annual Individual Mental Health Performance Training

### **DISCUSSION:**

TCTI was previously selected by utilizing a Single Source exception as outlined by the Purchasing Resolution No. 23914 Section 702(d), which states that Competitive Procurement shall not be required “when the Procurement can only be obtained timely from a single source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated.”

TCTI has proven to deliver a wide range of employee assistance services, such as counseling and referrals, Critical Incident Response and Assistance, Pre-employment psychological testing for Fire and Police, and related matters to City employees at an affordable rate. Staff recommends that the City approve an amendment to increase the contract amount by \$63,848, not to exceed \$175,520, in order to cover the additional services for the remainder of the year.

Out of the additional amount of \$63,848, \$16,000 will be allocated to the Fire Department in order to cover pre-employment psychological testing during the recruitment process and in-house peer-to-peer training. The Fire Department anticipates 20 new hires this fiscal year due to vacancies from retirements and promotions. An estimated \$33,000 will be allocated to the Police Department for approximately 80 Pre-Employment Evaluations, 10 Psychological Tests for CCW Permit Applicants, 6 Critical Incident Interventions, 12 Training Classes, 10 Additional Counseling Sessions, 10 Annual Individual Mental Health Performance Training, and 12.5 Training-related travel expenses. The remaining \$14,848 will be allocated to the Human Resources Department for training, as needed, and for additional counseling sessions that employees and/or their family member may need. The proposed amendment will be valid through June 30, 2024, with no extensions.

The Purchasing Manager concurs that the recommended actions are compliant with Purchasing Resolution No. 23914, Section 1104(c) which states that “Change Orders which cumulatively exceed the following will require Awarding Entity Approval: ... c) 10% of the original contract price.”

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 – High Performing Government and Goal 5.1 –** Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Community was informed of the project through social media, emails, newsletters, etc.; public input was sought through surveys or neighborhood meetings/events; project has been discussed and considered in a public forum at a City Council, Board or Commission meeting.
2. **Equity** – Project outcomes will benefit the entire community; project enhances services for an underrepresented neighborhood or population; project generates revenue that will go back into the General Fund to provide citywide benefit.
3. **Fiscal Responsibility** – Competitive procurement was used to secure lowest cost for materials/services; project provides a budget savings; grant revenue is being sought and/or utilized; project generates new revenue.
4. **Innovation** – Project utilizes latest technologies and/or innovative strategies; partnerships are leveraged with other entities.
5. **Sustainability & Resiliency** – Green materials are utilized; project will improve the longevity of our infrastructure/services; project enhances the City's preparedness for the future.

#### **FISCAL IMPACT:**

The total fiscal impact of the action is \$63,848 with sufficient funds budgeted and available in the Fiscal Year 2023/24 adopted budget allocated to the Human Resources, Police Department, and Fire Department expenditure accounts in the amounts of \$14,848, \$33,000, and \$16,000, respectively, as outlined in the table below.

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
General Fund	PD - Support Services	3102000-421000	\$33,000
	Fire - Administration	3500000-421000	\$16,000
	HR - Administration	2100000-421000	\$14,848
Total:			\$63,848

Prepared by: Rene Goldman, Human Resources Director  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer

Approved as to form: Phaedra A. Norton, City Attorney

Attachments: Amendment No. 2