



# Purchasing Summary

<b>EVENT #</b> 5046	<b>TITLE:</b> Employee Assistance Program	<b>COST:</b> \$44,700.00
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<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
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**CONTRACT TERM (IF APPLICABLE)**  
September 28, 2017 through December 31, 2018

**M/WBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**

Proposer	Qualifications and experience, including support capabilities  (35 points)	Approach and process/service capabilities upgrades  (25 points)	References  (10 points)	Local vendor participation  (5 points)	Fees  (25 points)	Total  (100 points)
Deer Oaks EAP Services, LLC	32.8	22.2	9.2	0	23.5	87.7
New Day EAP	29.8	20.6	9	5	21.9	86.3
FEI Behavioral Health, Inc.	30	19.7	9.2	0	25	83.9
ComPsych Corporation	29.8	18.7	9.2	0	22.8	80.5

**NOTES**

Recommend approval to award an annual contract for an employee assistance program (EAP) to Deer Oaks EAP Services in the amount of \$44,700.00. The EAP will be used by the Human Resources Department to provide help to employees and eligible family members faced with personal issues or other related matters.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to cost. Proposals were evaluated on the basis of qualifications and experience, approach and process/service capabilities, references, local vendor participation, and fees. This proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The proposers were:

BP Deer Oaks EAP Services, LLC (San Antonio, TX) <sup>(D)</sup>	\$44,700.00
New Day EAP (B-Savannah, GA) <sup>(B)</sup>	\$48,000.00
FEI Behavioral Health, Inc. (D-Atlanta, GA) <sup>(D)</sup>	\$42,088.00
ComPsych Corporation (D-Chicago, IL) <sup>(D)</sup>	\$46,200.00

A pre-proposal conference was conducted and one vendor attended. (B) Indicates a local, non-minority owned business. (D) Indicates a non-local, non-minority owned business. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 382

MWBE Sent: 62

Total Received: 4

MWBE Received: 0

Vendor Federally disbarred or suspended? No