

REQUEST FOR PROPOSAL NO. 04C-003B - RFP FOR EMPLOYEE ASSISTANCE PROGRAM

DATE:	November 6, 2003	DATE ADVERTISED	October 6, 2003
DATE SOLICITED:	October 3, 2003	DATE OPENED:	October 29, 2003
PRESENTED TO BOARD:	December 10, 2003	DATE POSTED:	November 7, 2003

CONTRACT PERIOD: January 1, 2004 through December 31, 2006  
 DEPARTMENT: 9007 FUNCTION: 7731 OBJECT: 3110 FUND: 0100  
 FUNDING SOURCE: Operating Budget – Professional Services  
 REQUESTING DEPARTMENT: Employee Benefits and Risk Management  
 21 RFPs Solicited, 9 Responses (9 RFPs, 0 No Proposal) 0 No Response  
 6 M/WBEs Solicited, 3 M/WBE Responses (3 RFPs, 0 No RFPs) 3 M/WBE No Response

**FINANCIAL IMPACT**

The three-year financial impact to the General Fund budget is estimated at \$975,000. The source of funds is the Employee Benefits and Risk Management budget.

Purchase orders processed from May 31, 1999 through November 6, 2003 total \$2,179,779.

Services to be provided include unlimited, short-term confidential counseling (Item 1b) for all District employees and their immediate family members with no out-of-pocket expense to them, Fitness for Duty Evaluations, conduct sexual harassment training for the District's New Employee Orientation two to three times per week, conduct on-site training programs, presentations, and workshops, and conduct Critical Incident Stress Debriefings for a firm fee per employee, per month. Provide career transition/outplacement services to displaced employees, if needed, at an additional fee.

<u>VENDOR</u>	<u>MINORITY STATUS</u>	<u>TOTAL POINTS AWARDED</u>		
		<u>1a</u>	<u>1b</u>	<u>1c</u>
Allen Group	6	63	68	64
Center For Family Services	---	82	82	85
Ceridian	---	68	-0-	74
CorpCare Associates	---	44	53	40
Corporate Care Works	6	89	89	89
EAP of South Florida	6	72	72	80
Horizon Behavioral Services	---	72	63	71
UniPsych Benefits	3	68	59	67
United Healthcare	---	62	-0-	62

**LEGEND:**

\_\_\_\_\_ = Award

( ) = Reject

MINORITY - (2-Black, 3-Hispanic, 4-Indian/Alaska, 5-Asian, 6-Women, 7-Disabled, 8-Other)

The Evaluation Committee, consisting of District staff, convened and reviewed all responsive proposals. The committee recommended interviews be scheduled with the top three proposers for plans offering a limit of five visits (1a) and plans offering unlimited visits (1b). The three top rated proposers were interviewed and re-ranked for plans for a limit of five visits (1a) and unlimited visits (1b). It is the recommendation of the Committee to award this contract to the highest rated proposer for the plan offering unlimited visits, Item 1b.

**RECOMMENDATION:** I recommend contract award be made to the highest rated responsive, responsible proposer based on the evaluation criteria outlined in the RFP.

Note: Original RFP document is available upon request.

**RFP PROTEST**

Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and applicable Board rules, regulations and policies. Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

If a proposer wishes to protest a RFP, they must do so in strict accordance with the procedures outlined in FS 120.57(3). Any person who files an action protesting a decision or intended decision pertaining to this RFP pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

HCB KB  
SS:DS:DH:KB

## Option 1(a) Limit of 5 Visits

### RFP 04C-003B

#### REQUEST FOR PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM

Evaluation Criteria	Allen Group	Center for Family Services	Ceridian	CorpCare Assoc.	Corporate Care Works	EAP of So FL	Horizon Behavioral Services	UniPsych Benefits	Unit Health
1. Experience & Qualifications of the Firm (Points Available: 15)	10	15	13	8	12	10	12	13	14
2. Qualifications of Staff (Points Available: 20)	10	17	16	8	17	18	15	10	13
3. Approach/Methodology (Points Available: 30)	22	25	25	10	25	25	18	15	25
4. Cost of Services (Points Available: 25)	11	19	9	13	25	17	22	20	5
5. Minority/Women Business Participation (Points Available: 10)	10	5	5	5	10	10	5	10	5
<b>GRAND TOTAL</b>	<b>63</b>	<b>81</b>	<b>68</b>	<b>44</b>	<b>89</b>	<b>80</b>	<b>72</b>	<b>68</b>	<b>62</b>

## Option 1(b) Unlimited Visits

RFP 04C-003B										
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Evaluation Criteria	Allen Group	Center for Family Services	Ceridian	CorpCare Assoc.	Corporate Care Works	EAP of So FL	Horizon Behavioral Services	UniPsych Benefits	United Healthc'	
1. Experience & Qualifications of the Firm (Points Available: 15)	10	15		8	12	10	12	13		
2. Qualifications of Staff (Points Available: 20)	10	17		8	17	18	15	10		
3. Approach/Methodology (Points Available: 30)	22	25		10	25	25	18	15		
4. Cost of Services (Points Available: 25)	16	21		22	25	19	13	11		
5. Minority/Women Business Participation (Points Available: 10)	10	5		5	10	10	5	10		
<b>GRAND TOTAL</b>	<b>68</b>	<b>83</b>		<b>53</b>	<b>89</b>	<b>82</b>	<b>63</b>	<b>59</b>		

## Option 1(c) Limit of 3 Visits

### RFP 04C-003B

#### REQUEST FOR PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM

Evaluation Criteria	Allen Group	Center for Family Services	Ceridian	CorpCare Assoc.	Corporate Care Works	EAP of So FL	Horizon Behavioral Services	UniPsych Benefits	United Healthc
1. Experience and Qualifications of the Firm (Points Available: 15)	10	15	13	8	12	10	12	13	14
2. Qualifications of Staff (Points Available: 20)	10	17	16	8	17	18	15	10	13
3. Approach/Methodology (Points Available: 30)	22	25	25	10	25	25	18	15	25
4. Cost of Services (Points Available: 25)	12	23	15	9	25	17	21	19	5
5. Minority/Women Business Participation (Points Available: 10)	10	5	5	5	10	10	5	10	5
<b>GRAND TOTAL</b>	<b>64</b>	<b>85</b>	<b>74</b>	<b>40</b>	<b>89</b>	<b>80</b>	<b>71</b>	<b>67</b>	<b>62</b>

## Option 1(a) Limit of 5 Visits

## RFP 04C-003B

## REQUEST FOR PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM

Evaluation Criteria	EAP of So. FL	Center for Family Services	Corporate Care Work.
1 Experience & Qualifications of the Firm (Points Available: 15)	10	15	13
2. Qualifications of Staff (Points Available: 20)	16	18	17
3. Approach/Methodology (Points Available: 30)	18	24	24
4. Cost of Services (Points Available: 25)	18	20	25
5. Minority/Women Business Participation (Points Available: 10)	10	5	10
<b>GRAND TOTAL</b>	<b>72</b>	<b>82</b>	<b>89</b>

## Option 1(b) Unlimited Visits

RFP 04C-003B

### REQUEST FOR PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM

Evaluation Criteria	EAP of So. FL	Center for Family Services	Corporate Care Works
1. Experience and Qualifications of the Firm (Points Available: 15)	10	15	13
2. Qualifications of Staff (Points Available: 20)	16	18	17
3. Approach/Methodology (Points Available: 30)	18	24	24
4. Cost of Services (Points Available: 25)	18	20	25
5. Minority/Women Business Participation (Points Available: 10)	10	5	10
<b>GRAND TOTAL</b>	<b>72</b>	<b>82</b>	<b>89</b>