

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

DATE: August 14, 2007  
PRESENTED TO BOARD: September 19, 2007

CONTRACT PERIOD: January 1, 2008 through December 31, 2008  
DEPARTMENT: 9007 FUNCTION: 7731 Account: 53110 FUND: 1000  
FUNDING SOURCE: Operating budget – Professional Services  
REQUESTING DEPARTMENT: Employee Benefits and Risk Management

**FINANCIAL IMPACT**

The financial impact to the General Fund budget is estimated at \$350,000. The source of funds is the Employee Benefits and Risk Management budget.

**CONTRACT RENEWAL**

Request for Proposal No. 04C-003B was awarded by Board action on December 10, 2003, to Corporate Care Works for three years from January 1, 2004 through December 31, 2006 with the option to renew for two additional one-year periods.

By Board action on November 21, 2006, the first option to renew contract was exercised for the period January 1, 2007 through December 31, 2007.

The second and final option to renew is now being exercised for the period January 1, 2008 through December 31, 2008

Corporate Care Works has agreed to honor terms, conditions and pricing of existing contract for the forthcoming contract period.

Services to be provided include unlimited, short-term confidential counseling for all District employees and their immediate family members with no out-of-pocket expense to them, perform 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. The fee is firm and is based on the number of District employees each month. Additionally, Corporate Care Works will provide career transition/outplacement services to displaced employees, if needed, at an additional fee.

**RECOMMENDATION:** Based on satisfactory performance during the past contract period, it is recommended that the RFP for Employee Assistance Program be renewed with Corporate Care Works for the period January 1, 2008 through December 31, 2008.

Note: Original RFP document is available upon request.

SS:GM DH:KB