

December 11, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of Amendment #1 to the professional services agreement (contract) between the City of Bellevue and Wellspring Family Services extending the term to 2019 and establishing rates for the professional services of an employee assistance program in an amount not to exceed \$155,000 plus all applicable taxes.

FISCAL IMPACT

This action obligates the City to an additional \$29,000 each in 2018 and 2019 for a total of \$59,000 for employee assistance program (EAP) services. Over the preceding 42-months (July 2014 through 2017) the City has expended approximately \$96,000 for the same services. The fee of \$1.69 per employee per month will remain in place for the two-year period. Vendor administration fees are based on the number of benefited staff employed; the actual fee fluctuates based on the number of staff employed. Sufficient funds exist in the 2018 Health Benefits Fund Operating Budget. Funding for 2019 expenses will be requested as part of the 2019-2020 Budget.

STAFF CONTACT

Michelle Robinson, Benefit Program Administrator 452-4585
Human Resources Department

POLICY CONSIDERATION

Shall the City engage Wellspring Family Services to provide employee assistance program services for an additional two years?

BACKGROUND

As part of the City benefits package for staff, employee assistance program services are provided.

Historically, the City has retained an external vendor to provide EAP services such as: face-to-face visits with licensed counselors, phone consultations, information resources and referrals, crisis intervention, online resources, adult/elder care services, legal/financial services, critical incident debriefing, training and assistance for managers including referrals for substance abuse (non-DOT only), and webinars/seminars (online and on-site).

In 2014, the City requested Gallagher Benefit Services to provide a competitive analysis with respect to EAP services and five vendors were presented: Wellspring Family Services, APS Healthcare, Bensinger, DuPont & Associates, First Choice Health and Reliant Behavioral Health.

Staff reviewed the request for proposal findings and selected Wellspring due to their full array of services, focus on work/life balance and large provider network in this area. Wellspring continues to provide competitive rates for a robust package of services. Wellspring has satisfactorily delivered EAP services to the City of Bellevue since the 1980's, and the City will continue to monitor its performance. Due to the finance policy change permitting contracts to generally last for five years, this contract can be extended for an additional two years by mutual agreement of the parties. This two-year amendment will provide these services by Wellspring Family Services at the same per employee fee as 2017.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution authorizing execution of Amendment #1 to the professional services agreement (contract) between the City of Bellevue and Wellspring Family Services extending the term to 2019 and establishing rates for the professional services of an employee assistance program in an amount not to exceed \$155,000 plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9351 authorizing execution of Amendment #1 to the professional services agreement (contract) between the City of Bellevue and Wellspring Family Services extending the term to 2019 and establishing rates for the professional services of an employee assistance program in an amount not to exceed \$155,000 plus all applicable taxes.

ATTACHMENTS

Proposed Resolution No. 9351

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Copy of Wellspring Contract and Amendment