



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, November 27, 2012
Prepared By/Phone Number: C.W. Bruner, 854-9760
Elected/Appointed Official/Dept. Head: Cyd Grimes
Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve twelve-month extension (Modification No. 12) to Contract No. 440000011 (HTE Contract No. 03T00058OJ), Alliance Work Partners, for the Employee Assistance Program for Travis County employees.

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

The contract provides the Employee Assistance Program (EAP) for Travis County employees. The Commissioners Court approved the contract for the EAP on November 19, 2002.

This Modification No. 12 will extend the contract for the EAP with Alliance Work Partners for an additional twelve months, through November 30, 2013. The contract rate will remain \$1.13 per employee per month, with up to five (5) visits per incident, and includes 50 hours of training per year. HRMD estimates headcount to be 4500 employees for this contract.

Modification No. 11 extended the contract period for an additional twelve months, through November 30, 2012. It was approved by the Commissioners Court on November 22, 2011.

Modification No. 10 extended the contract period for an additional twelve months, through November 30, 2011. It was approved by the Commissioners Court on November 30, 2010.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Modification No. 9 extended the contract period for an additional twelve months, through November 30, 2010. It was approved by the Commissioners Court on October 20, 2009.

Modification No. 8 extended the contract period for an additional twelve months, through November 30, 2009. It was approved by the Commissioners Court on November 11, 2008.

Modification No. 7 extended the contract period for an additional twelve months, through November 30, 2008. It was approved by the Commissioners Court on November 27, 2007.

Modification No. 6 extended the contract period for an additional twelve months, through November 30, 2007. It was approved by the Commissioners Court on October 16, 2006.

Modification No. 5 extended the contract period for an additional twelve months, through November 30, 2006. It was approved by the Commissioners Court on November 22, 2005.

Modification No. 4 extended the contract period for an additional twelve months, through November 30, 2005. It was approved by the Commissioners Court on September 21, 2004.

Modification No. 3 incorporated an Assignment of Contract that changed the contractor's company name from Workers Assistance Program to Alliance Work Partners. It was approved by the Commissioners Court on June 29, 2004.

Modification No. 2 extended the contract period for an additional twelve months, through November 30, 2004. It was approved by the Commissioners Court on October 14, 2003.

- Administrative Modification No. 1 was issued on December 10, 2002, to correct the contract number.
- **Contract Expenditures:** Within the last twelve (12) months \$54,240.00 has been spent against this contract/requirement.
- **Contract Modification Information:**
 - Modification Amount: \$61,020.00 (Estimated amount)
 - Modification Type: Requirements
 - Modification Period: December 1, 2012 to November 30, 2013

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Funding Information:**

SAP Shopping Cart # / Funds Reservation #: 300000432

Funding Account(s):

Comments:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



HRMD

Human Resources Management Department

700 Lavaca, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

MEMORANDUM

DATE: October 19, 2012
TO: Cyd Grimes, County Purchasing Agent
C.W. Bruner, CTP, Purchasing Agent Assistant IV
VIA: Leslie Browder, County Executive, PBO
FROM: Diane Poirot, HRMD Director
SUBJECT: **Contract No. 4400000011 (H.T.E. Contract # 03T000580J)
Employee Assistance Program**

The Human Resource Management Department (HRMD) has reviewed and evaluated the above referenced contract. It has been determined that the professional services related to the Employee Assistance Program, Contract Number 4400000011, have been provided at a level that merits the contract's extension. The contract rate will remain \$1.13 per employee per month, with up to five (5) visits per incident; and, includes 50 hours of training per year. We anticipate a change in the contract amount based on the increase in employee headcount from 4000 to 4500.

Travis County employees and managers continue to benefit from the quality of counseling, mediation, and training services. In addition, the availability to access the EAP for 5 visits per incident/issue helps to reduce the claims to the group health benefit. Therefore, please initiate the extension of this contract to the next option year ending November 30, 2013. The contract will continue to be funded from the fourteen digit account number 001-1130-522-6401 and service has been included in the FY12 budget.

cc: Leslie Browder, County Executive, PBO
Kim Austin-Smith, HR Manager

/krn

(SAP # 4400000011)

ISSUED BY: PURCHASING OFFICE 700 LAVACA STREET, 8 TH FLOOR AUSTIN, TX 78701	PURCHASING AGENT ASST: CW Bruner TEL. NO: (512) 854-9760 FAX NO: (512) 854-4211	DATE PREPARED: November 19, 2012
ISSUED TO: 1000003797 Alliance Work Partners Attn: Terrence R. Cowan 2525 Wallingwood Dr., Bldg. 5 Austin, Texas 78746	MODIFICATION NO.: 12	EXECUTED DATE OF ORIGINAL CONTRACT: November 19, 2002

ORIGINAL CONTRACT TERM DATES: **December 1, 2002 - November 30, 2003** CURRENT CONTRACT TERM DATES: **December 1, 2012 - November 30, 2013**

FOR TRAVIS COUNTY INTERNAL USE ONLY: Original Contract Amount: \$49,971.00 Current Modified Amount \$61,020.00.

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Recitals

County Commissioners Court has reviewed the services provided under this contract and found that the services are professional services. On September 5, 2006, Commissioners Court ordered this contract exempt from the County Purchasing Act as professional services. In modification 6 the contract was amended to allow County to exercise annual options.

Agreement

County exercises its tenth option to extend this contract for one additional year. The tenth option commences December 1, 2011. During the tenth option year, County selects five as the maximum number of visits allowed per incident. During the tenth option year, County shall pay Contractor \$1.13 per employee per month for the full Employee Assistance Program Services with up to five (5) visits per incident for 4,500 employees and 50 hours of training. In Addition the County shall have included and receive at no extra cost Help Net Standard.

County and Alliance Work Partners hereby incorporate this amendment into the Alliance Work Partners Services Agreement, County and Alliance Work Partners hereby ratify all of the terms and conditions of the Agreement as amended.

Upon execution of this modification, the Contract as previously amended is modified effective December 1, 2012.

Note to Vendor:
 Complete and sign your portion of the signature block section below for all originals and return all signed originals to Travis County.
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Alliance Work Partners</u> BY: _____ SIGNATURE BY: _____ PRINT NAME TITLE: _____ ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: _____
--	---

TRAVIS COUNTY, TEXAS BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: _____
--	-------------

TRAVIS COUNTY, TEXAS BY: _____	DATE: _____
---------------------------------------	-------------

