

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/17/08		Item Number: <u>A-8</u>	
AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Cedars-Sinai Medical Center, Work 'n Life Matters, to Continue Providing an Employee Assistance Program to Culver City Employees, or Direction to Staff to Initiate the Process to Solicit Proposals for the Procurement of Employee Assistance Program Services.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Work 'n Life Matters via email, and Master List on March 12, 2008			
Department Approval: Serena Wright (03/05/2008)		City Attorney Approval: Carol Schwab (by H. Baker) (03/12/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller)(03/12/08)		City Manager Approval: Jerry B. Fulwood (03/12/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council 1) approve an amendment to an existing professional services agreement with Cedars-Sinai Medical Center, Work 'n Life Matters, to continue providing an Employee Assistance Program (EAP) to Culver City employees; or 2) direct staff to initiate the process to solicit proposals for the procurement of EAP services. <u>BACKGROUND:</u> On November 12, 2001, the City Council approved a professional services agreement, renewable annually, with Cedars Sinai Medical Center Work 'n Life Matters to provide an EAP to all Culver City employees and their immediate family members. Subsequent renewals have enabled a positive, trusting partnership to develop over the past six years. Staff recommends the City Council approve an amendment to the existing agreement with our current EAP provider. Alternatively, the City Council could direct staff to initiate the process to solicit proposals for the procurement of EAP services. <u>DISCUSSION:</u> <u>Work 'n Life Matters</u>			

City of Culver City, California
City Council Agenda Item Report

Work 'n Life Matters provides support, resources and education in a variety of areas including, but not limited to:

Personal Issues

- Family Relationships
- Work Relationships
- Substance Abuse
- Legal & Financial Problems
- Grief Counseling

Aging Parents

- Housing Concerns
- Caregiver Burnout
- Long Distance Caregiving
- Transportation Services
- Education & Support

Stress

- Time Management
- Health Resources
- Child Care Referrals
- Parenting Problems
- Life Goals

In addition, Work 'n Life Matters provides services to the City ranging from Staff/Management Development to one-on-one Critical Incident Management/Trauma Response. Two additional services were added in the past year:

- Relocation Assistance; and
- Enhanced Eldercare Resource and Referral.

Also during the past year, Work 'n Life has collaborated with City Management in response to specific organizational needs with the goal of improving departmental communication and public service. Items addressed include:

- Management leadership;
- Assistance to various staff in order to strengthen and enhance working relationships;
- Development of collaborative approaches to problem solving; and
- Customized professional training programs

The current contract rate is \$2.50 per employee per month since 2001, with no increase in fees by Work 'n Life Matters since 2001. They are currently offering two alternative proposals (Attachment No. 1) for your consideration (each assumes 813 total employees based on employee headcount as of 9/31/07):

<u>Option</u>	<u>Increase</u>	<u>Term of Contract</u>	<u>Projected Annual Cost</u>	
			<u>Year 1</u>	<u>Year 2</u>
One year	6%	12/2007 – 11/2008	\$25,853	\$27,404
Two year	4% each year	12/2007 – 11/2009	\$25,365	\$26,380

Staff's Recommendation

Consistent with our past practice, prior to recommending extension of the existing agreement with Cedars-Sinai Medical Center Work 'n Life Matters, staff contacted

City of Culver City, California
City Council Agenda Item Report

both Didi Hirsch Community Mental Health Center and Brotman Hospital, and confirmed that neither provide EAP services.

Based on staff's research that EAP services are not available locally, combined with the established relationship with the vendor and sensitive nature of EAP services provided, staff is therefore recommending that City Council approve an amendment to the existing professional services agreement with Cedars-Sinai Medical Center Work 'n Life Matters. This will ensure stability and continuity of services for the City and the City's employees by this trusted and valuable resource. Furthermore, in an effort to control and stabilize costs, staff is recommending approval of the two-year option for the contract period from 12/2007 through 11/2009.

Request for Proposal Option

Rather than renew the existing contract, City Council may direct staff to initiate the process to solicit proposals for the procurement of EAP services. It should be noted, pursuant to CCMC Section 3.07.070, the City Council may award a contract in any amount for personal or professional services without complying with the competitive bidding process provided that the at least three competitive quotations are obtained, whenever practical. As noted above, this provision of the Code was met.

FISCAL ANALYSIS:

Sufficient funds are available in the adopted Personnel Department budget for FY 2007-2008. Funds will be included in the proposed budget for 2008-2009.

ATTACHMENTS:

1. Work 'n Life Matters Activities including Rate Proposal

MOTION:

That the City Council:

Option No. 1 (two-year contract extension – staff recommendation)

1. Approve an amendment to the existing professional services with Cedars-Sinai Medical Center, Work 'n Life Matters, to continue providing an Employee Assistance Program to Culver City Employees, effective December 1, 2007 through November 30, 2009 in an amount not-to-exceed \$51,745; and

City of Culver City, California
City Council Agenda Item Report

2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.

OR

Option No. 2 (one-year contract extension)

1. Approve an amendment to the existing professional services agreement with Cedars-Sinai Medical Center, Work 'n Life Matters, to continue providing an Employee Assistance Program to Culver City Employees, effective December 1, 2007 through November 30, 2008, in an amount not-to-exceed \$25,853; and
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.

OR

Option No. 3 (formal bid)

Direct staff to initiate the process to solicit proposals for the procurement of Employee Assistance Program services.