

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2017-062

Date: December 12, 2017

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Subject: Request for Proposal 2017-91-OP Employee and Family Assistance Program

Author Name and Title: Ashley Wykes, Buyer
Dawna Storey, Benefits & Pension Administrator

Recommendation(s):

RESOLVED THAT Report PUR2017-062, Request for Proposal 2017-91-OP Employee and Family Assistance Program, be received;

THAT Homewood Health Inc. of Toronto, being the highest scoring proponent, be selected for the award of Request for Proposal 2017-91-OP Employee and Family Assistance Program for a three year term for a total cost of \$149,385.60 plus HST;

THAT the options to renew this contract for an additional two (2), one (1) year terms be approved pending vendor performance, annual budget approval and in accordance with the Purchasing Policy; and

THAT subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute an agreement.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

An Employee Assistance Program (EAP) has been in place for several years and provides confidential short term assistance to all employees of the City of Kawartha Lakes. Services include counselling and on-line resources on a number of topics such as mental health, workplace or personal issues and financial concerns.

Request for proposal 2017-91-OP was released and advertised in accordance with the Purchasing Policy. The proposal closed on Thursday, October 19, 2017 and was opened in public by Andy Letham, Mayor and Ashley Wykes, Buyer.

The following companies submitted proposals:

HumanaCare, Markham
FSEAP, Peterborough
LifeWorks Canada, Markham
Morneau Shepell, Toronto
Homewood Health Inc., Toronto

All proposals were carefully evaluated based on the criteria outlined in the request for proposal document. References were checked with no issues identified.

Rationale:

Staff recommends Homewood Health Inc. be selected for the award of Request for Proposal 2017-91-OP Employee and Family Assistance Program for a three (3) year term, with an option to renew for two (2) additional one (1) year terms. The optional renewal terms will be utilized based on a satisfactory annual performance, service review and approved budget.

Other Alternatives Considered:

No other alternatives are being considered as the highest scoring proponent is being recommended.

Financial/Operation Impacts:

The financing for this program is approved yearly in the operating budget for employee benefits and monitored by Human Resources staff. The annual cost of

this program, if awarded to Homewood Health would not increase over the initial term of the contract or the optional extensions.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

This report aligns with the Strategic Enabler of Effective Human Resource Management.

Department Head E-Mail: lpatterson@kawarthalakes.ca

Department Head: Liana Patterson

Department File: 2017-91-OP