



**TITLE:** Consider/Discuss/Act on a Resolution Authorizing a Contract to Deer Oaks EAP for Employee Assistance Program Benefits

**MEETING DATE:** September 4, 2012

**DEPARTMENT:** Human Resources Department  
Purchasing Department

**CONTACT:** Tadd Phillips, Director of Human Resources  
Erin Boddie, Contract Administrator, Purchasing Department

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of the attached Resolution.

**ITEM SUMMARY:**

- Bid opening of 12-34RFP was held on July 12, 2012.
- Invitation to bid was advertised and specifications were made available via the internet.
- Total of four (4) bids were received.
- An evaluation committee comprised of six (6) members evaluated the proposals based on specific criteria outlined in the RFP.
- Recommended as best evaluated bid with highest weighted score is Deer Oaks EAP of San Antonio, Texas.

**BACKGROUND INFORMATION:**

- Contract shall commence on January 1, 2013 and continue for a three (3) year period.

**FINANCIAL SUMMARY:**

- Funds will be encumbered as needed from the Human Resources account 015-2110-413-8516 during this contract period.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A