



COUNTY ADMINISTRATOR

SUSAN S. MURANISHI
COUNTY ADMINISTRATOR

March 7, 2023

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

**SUBJECT: AWARD A CONTRACT TO CLAREMONT BEHAVIORAL SERVICES, INC.
FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES; MASTER
CONTRACT NO. 902198; PROCUREMENT CONTRACT NO. 25048;
AMOUNT: \$1,200,000**

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent to execute a contract (Master Contract No.902198; Procurement Contract No. 25048) with Claremont Behavioral Services, Inc., dba Claremont EAP (Principal: Katie Cushman; Location: Alameda) to provide employee assistance program services to Alameda County employees and their families, for the term of 4/1/2023 – 3/31/2026, in the amount of \$1,200,000.

DISCUSSION/SUMMARY:

Alameda County's Employee Assistance Program (EAP) is managed by the County Administrator's Office – Risk Management Unit (CAO-RMU). EAP is a work-based intervention program that addresses the mental, emotional, financial, and work/life concerns of Alameda County employees and their families by providing access to outside counseling and referrals to appropriate community and professional resources for help in resolving problems.

EAP services are available to all full and part-time County employees and their families. The Housing Authority of the County of Alameda and Alameda County Waste Management also participate in the EAP program and fully reimburse the County for any services utilized under this contract. The services include, but are not limited to, psychotherapists, social workers, family counselors, other medical and/or health practitioners, credit and financial counseling, 24-hour crisis telephone response, and substance abuse expertise/counseling. The EAP program gives employees the option to address personal, family, and financial issues which could impact performance, and these services can lead to a more productive work environment.

SELECTION CRITERIA/PROCESS:

The CAO-RMU has determined that the County of Alameda does not currently have the resources to provide Employee Assistance Program services.

The CAO-RMU worked with General Services Agency (GSA) – Procurement to develop a Request for Proposal (RFP), which was issued on November 23, 2022, posted on the website for 36 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Professional Services – Current Contract Opportunities mailing service. The RFP was also advertised in the newspapers The Inter-City Express on November 28, 2022, and the Tri-City Voice on November 29, 2022. A vendor outreach event was conducted on November 30, 2022, followed by one networking/bidders conference on December 1, 2022, which was attended by one vendor.

On December 29, 2022, one bidder submitted a response to the RFP. The response was evaluated, and the bidder was interviewed by the County Selection Committee. A maximum total of 550 evaluation points were available for this RFP. The total evaluation points included 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified Small Local Emerging Business (SLEB) vendors, for a total of 10%.

Claremont Behavioral Services, Inc., dba Claremont EAP, was the lone responsive and qualified vendor and is being recommended for award.

Claremont Behavioral Services, Inc., dba Claremont EAP is not a certified SLEB and is subcontracting 2% of the contract with John Ford and Associates (Principal: John Ford; Location: Oakland; Certified Small: 20-00080; Expiration: 8/31/2024), for coaching, consulting and organizational development, and 3% of the contract with the New Bridge Foundation Inc (Principal: Nathalie Gireaud-Ferko; Location: Berkeley; Certified Small: 11-00041; Expiration: 2/28/2025) to provide mental health benefits services. There were no other subcontracting opportunities available to Claremont EAP due to the nature of the services. The GSA – Office of Acquisition Policy has issued SLEB Waiver No. 8654 (Expiring: 3/31/2026).

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	Location	Local	SLEB	Evaluation Points
<i>Claremont Behavioral Services, Inc. dba Claremont EAP</i>	<i>Alameda, CA</i>	<i>Y</i>	<i>N</i>	<i>406</i>

FINANCING:

Appropriations for this contract are included in the CAO-RMU Fiscal Year 2022-23 Approved Budget and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

VISION 2026 GOAL:

The Employee Assistance Program services meet the 10X goal pathways of **Health Care for All** and **Employment for All** in support of our shared vision of a **Thriving and Resilient Population**.

Very truly yours,



Susan S. Muranishi
County Administrator

DocuSigned by:

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Kimberly Gasaway
Director, General Services Agency

Attachment

KG\YM\ma\l:\Board Letters\Purchasing\FY 2022-23\902198 Employee Assistance Program

cc: Auditor-Controller
County Counsel

ATTACHMENT

CONTRACT SUMMARY
 EMPLOYEE ASSISTANCE PROGRAM SERVICES
 Master Contract No. 902198
 April 1, 2023 – March 31, 2026

Vendor	Location	Dollar Value of Contract Award	Local Participation		Small and Local Participation		Emerging and Local Participation	
			Percentage	Dollar Amount	Percentage	Dollar Amount	Percentage	Dollar Amount
Claremont Behavioral Services, Inc. dba Claremont EAP Principal: Katie Cushman SLEB Waiver No: 8654 Expiration: 3/31/2026	1050 Marina Village Parkway Suite 203 Alameda, CA 94501	\$1,200,000	100%	\$1,200,000	5%	\$60,000	0%	\$0