

# DeKalb County



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Benita C. Ransom, Human Resources Director

Michael Thurmond, CEO

**DATE:** October 16, 2019

**TO:** Talisa Clark, Purchasing and Contracting Director

**FROM:** Benita C. Ransom, HR & Merit System Director

**SUBJECT: Proposed Amendment/Change Order No. 1- Employee Assistance Program**

Original Contract Term and Dollar Amount: **06/25/2019 – 12/31/2019** (6 months)/ **\$57,540**

Previous Extension of the Term: **None**

Previous Changes to the Dollar Amount: **None**

Current Cumulative Contract Term Dollar Amount: **\$57,540**

Proposed Cumulative Contract Term Dollar Amount: **\$86,310** (\$28,770 + \$57,540)

**Detailed Description of Requested Changes:** The County offers Employee Assistance Program services to its employees, their spouses/domestic partners, dependents, or household members. The County learned, on very short notice, that its “piggyback” agreement with ESPYR would not be renewed and end 6/30/19. To continue services, the County is utilizing a cooperative agreement with KEPRO via DOAS, Contract No. 40300-240-DAS0000100-002. The ERPS Committee amended the contract’s 1-year term to six months, and recommended the County proceed with a formal solicitation.

**Justification for Proposed Changes and Explanation of why County should consider a Competitive Bid:** Per the recommendation of the ERPS Committee, DeKalb County Government is soliciting bids through the County’s competitive process. A 90-day extension will allow time to complete the recommendation and award phases for the new Employee Assistance Program contract, and avoid interruption of services.