



# DeKalb County Government

Manuel J. Maloof Center  
1300 Commerce Drive  
Decatur, Georgia 30030

## Agenda Item

Revised 7.8.24

File ID: 2024-0732

Substitute

7/9/2024

**Purchasing Type:** Change Order (CO)

**Public Hearing:** YES  NO

**Department:** Purchasing & Contracting

### AGENDA ITEM:

**Commission District(s):** All

CO - Change Order No. 2 to Contract No. 1239452 for Employee Assistance Program (Multiyear Contract): for use by the Department of Human Resources & Merit System (HRMS). This contract consists of psychological counseling for all County employees for both personal and work stress-related conditions and/or other issues. This request seeks to increase the contract funds and term through August 31, 2025. Awarded to Keystone Peer review Organization (KEPRO), LLC. Amount Not To Exceed: \$80,000.00.

**Information Contact:** Michelle Butler, Chief Procurement Officer

**Phone Number:** (404) 687-3581

### PURPOSE:

Awarded by the BOC on December 15, 2020 for an amount not to exceed \$131,040.00. In error, the funding requested was only for the first year of the three-year multiyear contract. On March 2, 2021, the BOC approved Change Order No. 1 for an amount not to exceed \$262,080.00 to fund the additional two years. This request seeks to increase the contract funds and term through August 31, 2025. This request will assist in the continuation of services. Scope of work in development in preparation for a forthcoming procurement process.

This substitute is submitted to revise the requested contract term and funds increase, supporting documentation, and a scrivener's error noticed within the supporting documentation.

### RECOMMENDATION:

Recommend approval of Change Order No. 2 with:

KEPRO, LLC, 777 E. Park Drive, Harrisburg, PA 17111

Amount Not To Exceed \$80,000.00

and authorize the Chief Executive Officer to execute the change order and all associated documents.

### ADDITIONAL INFORMATION:

1. LSBE Participation: 6%
2. Contract Effective Date: September 1, 2021



# DeKalb County Government

Manuel J. Maloof Center  
1300 Commerce Drive  
Decatur, Georgia 30030

3. Contract Expiration Date: December 31, 2024
4. Amount Spent to Date: \$254,332.61
5. Funding: General - Operating (HRMS)