

DeKalb County

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Benita C. Ransom, Human Resources Director

Michael Thurmond, CEO

DATE: February 19, 2020
TO: Cathryn G. Horner, Interim Director Purchasing & Contracting
FROM: Benita C. Ransom, HR & Merit System Director *BCR*
SUBJECT: **Proposed Amendment/Change Order No. 40300-240-DAS0000100-002**

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

Previous Extension of the Term: **1 (90 days)**

Previous Changes to the Dollar Amount: **\$28,770**

Current Cumulative Contract Term Dollar Amount: **\$86,310**

Proposed Extension of the Term (90 days/April – June 2020): **\$28,770**

Proposed Cumulative Contract Term Dollar Amount: **\$115,310**

Detailed Description of Requested Changes: The County offers Employee Assistance Program services to its employee, their spouse/domestic partner, dependent, or household member. With very short notice the County learned that its agreement with ESPYR (piggyback on State contract) would not be renewed and end 6/30/19. To avoid the interruption of services, the County is utilizing a cooperative agreement with KEPRO via GA-DOAS Contract No. 40300-240-DAS0000100-002. The 1-year term requested was amended to six months by the ERPS Committee and later extended an additional 90 days. Below is a request for another 90 days.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid.

Per the recommendation of the ERPS Committee, the Human Resources and Purchasing Departments solicited bids through the County's competitive process. The RFP process was completed January 14, 2020 with only two responders – both deemed non-responsive. A 90-day extension will avoid interruption of services, and allow time to complete another recommendation and award phase for the new solicitation/contract.