

Agenda Report

November 21, 2022

TO: Honorable Mayor and City Council

FROM: Human Resources

SUBJECT: **CONTRACT AWARD TO PUBLIC RISK INNOVATION SOLUTIONS MANAGEMENT (PRISM), SUB-CONTRACTING WITH MANAGED HEALTH NETWORK, LLC (MHN) FOR EMPLOYEE ASSISTANCE PROGRAM/BEHAVIORAL WELLNESS SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$298,800**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Public Risk Innovation Solutions Management (PRISM), a California Joint Powers Authority, sub-contracting with Managed Health Network, LLC (MHN) for a total amount not-to-exceed \$179,280 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$59,760.

BACKGROUND:

This contract award was previously approved on October 17, 2022, with Managed Health Network, LLC (MHN) as the provider. Subsequent to City Council approval, staff was informed that while Managed Health Network, LLC (MHN) will be the service provider for EAP services, the City needs to establish a contract with Public Risk Innovation Solutions Management (PRISM), a California Joint Powers Authority, that establishes contracted rates with Managed Health Network, LLC (MHN). The City of Pasadena is a member of PRISM as part of its excess public entity liability coverage.

The below is the background from the previously approved contract with no changes to the rates, terms, conditions or scope of work to be performed.

As part of the City employee wellness initiative, the City of Pasadena provides an Employee Assistance Program (EAP) to eligible employees and their immediate family members. The EAP is a voluntary, confidential program that helps employees and their families work through various life challenges that may adversely affect health and personal well-being as well as overall job performance by providing services that include assessments, counseling, and referrals for additional services.

Additionally, EAP providers may work with Human Resources staff or managers in response to traumatic or challenging workplace events, such as providing an on-site counselor or helping develop plans related to organizational changes or emergency planning.

Staff issued a Request for Proposal (RFP) for Employee Assistance Program/Behavioral Wellness Program in April 2022. The scope of work included confidential evaluation, consultation, counseling, training and referral services for eligible employees and their family members, and a minimum of six free sessions for each employee per issue.

The City received a total of two responsive proposals from Managed Health Network, LLC (MHN) and Holman Professional Counseling Centers. An internal review panel comprised of five staff members from the Fire, Police, Public Health, Finance and Human Resources departments evaluated the proposals based on administrative approach, firm qualifications and experience, qualifications of management team, management approach, network and qualifications of providers and cost proposal. Additional preference points were available to local and small micro-businesses. The results are as follows:

Rank	Proposer	Location	Score (100 Max)
1.	Managed Health Network, LLC (MHN)	San Rafael, CA	76.4
2.	Holman Professional Counseling Centers	Northridge, CA	70.4

Attachment A contains a summary of the proposals and scoring based on established evaluation criteria.

Managed Health Network, LLC (MHN), located in San Rafael, CA, obtained the highest score of 76.4 points and staff recommends they be awarded the contract. Managed Health Network, LLC (MHN) has provided EAP services to businesses since 1987 including local government agencies with public safety employees (law enforcement and fire). The proposed contract from Managed Health Network, LLC (MHN) met the requested scope of work and provides six free counseling sessions for employees per issue/incident, management referrals and consultations, and referral services to employee health insurance plans.


COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

The maximum cost under this combined contract will be an amount not to exceed \$298,800 if the optional extensions for a fourth and fifth year are exercised. Funding for this action will be addressed utilizing existing budgeted appropriations in the Human Resources Department's operating budget. No additional funds are being requested in excess of the amount already approved on October 17, 2022.

Respectfully submitted,



TIFFANY JACOBS-QUINN
Acting Director of Human Resources

Prepared by:



Michael Paliwoda
Principal HR Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (1)

Attachment A – RFP Scoring and Ranking Summary