



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor


EC-19-502

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

October 14, 2019

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. 2019000077 "Counseling Services-Employee Assistance Program Re-Issue"

The City of Albuquerque's Department of Finance and Administrative Services, Risk Management Division in conjunction with the Purchasing Division, issued the RFP for Counseling Services-Employee Assistance Program Re-Issue.

The RFP was posted on the Purchasing E-Procurement, Sicomm.net website on June 27, 2019 and advertised in the Albuquerque Journal on June 30, 2019.

The City received four (4) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, Presbyterian Health Plan, Inc., earned the highest score of 950 points. The ad hoc committee found Presbyterian Health Plan, Inc to be both responsive and qualified and recommends an award to Presbyterian Health Plan, Inc.

I concur with this recommendation.

The City of Albuquerque's Department of Finance and Administrative Services, Risk Management Division will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. 2019000077 "Counseling Services-Employee Assistance Program Re-Issue"

Approved:



10/31/19

Sarita Nair

Date

Chief Administrative Officer

Approved as to Legal Form:



10-21-19

Esteban A. Aguilar, Jr.

Date

City Attorney



Recommended:



10/17/2019

Renée Martinez,

Date

Director of Finance and Administration

Cover Analysis

1. What is it?

The City of Albuquerque's Department of Finance and Administrative Services, Risk Management Division in conjunction with the Purchasing Division, issued the RFP for Counseling Services-Employee Assistance Program Re-Issue.

2. What will this piece of legislation do?

This legislation reflects the ad hoc evaluation committee's recommendation of award to Presbyterian Health Plan, Inc.

3. Why is this project needed?

This is needed to provide Counseling Services to employees through the Employee Assistance Program.

4. How much will it cost and what is the funding source?

There is no additional cost as this contract is annually appropriated in the Risk Fund.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

No

FISCAL IMPACT ANALYSIS

TITLE: Mayor's Recommendation of Award (ROA) for RFP No. 2019000077 "Counseling Services- Employee Assistance Program Re-Issue"

EC:
FUND: 705

DEPT: Finance
and Admin

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	Fiscal Years			
	2020	2021	2022	Total
Base Salary/Wages	-	-	-	-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses				
Property	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input type="checkbox"/> Estimated revenues not affected				
<input checked="" type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH				
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 0

COMMENTS:

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

There is no fiscal impact for this EC as there is a recurring appropriation for counseling services in the FY/20 Approved Budget in Fund 705, Employee Health Services.

PREPARED BY:

Dominique Delaguey
FISCAL ANALYST

APPROVED:

Renee Martinez 10/17/19
DIRECTOR (date)

REVIEWED BY:

Jays Arenda
EXECUTIVE BUDGET ANALYST

Renee Martinez 10/17/19
BUDGET OFFICER (date)

Christene E. B... 10/17/19
CITY ECONOMIST



City of Albuquerque
Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

September 5, 2019

TO: Sarita Nair, Chief Administrative Officer
FROM: Renée Martínez, Director of Finance and Administration *RM*
SUBJECT: Recommendation of Award: RFP No. 2019000077, "Counseling Services-
Employee Assistance Program Re-Issue"

The City of Albuquerque Department of Finance and Administrative Services, Risk Management Division in conjunction with the Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal. Four responses were received for evaluation.

The ad hoc evaluation committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends an award of contract to Presbyterian Health Plan Inc. I concur with this recommendation. Listed below are the composite scores for the responses received:

Presbyterian	950
Counseling World	760
Family Workshop	489
Employee Network	219

The City of Albuquerque's Department of Finance and Administrative Services, Risk Management Division will manage these contracts.

Approved:

Sarita Nair
Sarita Nair (Date)
Chief Administrative Officer

9/16/19

AD HOC COMMITTEE RESULTS
RFP P2019000077
Counseling Services-Employee Assistance Program

	Offeror	Counseling World	Presbyterian	Family Workshop	Employee Network
Ad Hoc Committee					
Evaluator 1		738	984	425	237
Evaluator 2		869	805	562	217
Evaluator 3		713	1026	485	232
Evaluator 4		720	984	485	190
TOTAL		3040	3799	1957	876

***Rank**

	Proposal evaluation
Presbyterian	950
Counseling World	760
Family Workshop	489
Employee Network	219

* Rank is calculated by total points scored from all evaluators and dividing by number of evaluators in the committee.

Campaign Contributors Report

Friday, September 6, 2019

Page 1 of ?

For the period of Sep 6, 2017 to Sep 6, 2019

Prompt Values Entered: NOTHING SELECTED, Presbyterian

CONTRIBUTOR NAME: PRESBYTERIAN HEALTHCARE SERVICES ,		
CANDIDATE OR COMMITTEE	DATE ADDED	CONTRIBUTION AMOUNT
FORWARD ALBUQUERQUE	09/22/2017	\$5000.00
PRESBYTERIAN HEALTHCARE SERVICES ,		\$5000.00

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Aug 30, 2019

Campaign Contributors Report

Friday, September 6, 2019

Page 1 of ?

For the period of Sep 6, 2017 to Sep 6, 2019

Prompt Values Entered: NOTHING SELECTED, Counseling world

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Aug 30, 2019

Campaign Contributors Report

Friday, September 6, 2019

Page 1 of ?

For the period of Sep 6, 2017 to Sep 6, 2019

Prompt Values Entered: NOTHING SELECTED, Employee Network

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Aug 30, 2019

Campaign Contributors Report

Friday, September 6, 2019

Page 1 of ?

For the period of Sep 6, 2017 to Sep 6, 2019

Prompt Values Entered: NOTHING SELECTED, Family workshop

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Aug 30, 2019
