

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

January 27, 2021

TO: Cynthia Borrego, President, City Council

FROM: Timothy M. Keller, Mayor

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

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 and award to Presbyterian Health Plan, Inc.

This supplement needs to go before the Council since the contract resulting from an RFP was previously approved by the City Council and now requires additional approval by the City Council to increase the contract by over 20% of the amount previously identified

CCN #202000566 was issued on December 16, 2019 with a maximum contract amount of \$455,143.00. The original contract was written with a lower anticipated usage of services. Due to an overall increased use of counseling services as well as an increase due to COVID19 pandemic in the first year of this contract the city has paid \$201,716.74. The increased use of services is expected to continue through the remaining years of this contract. A total of \$679,406.20 additional funding is requested to cover services through the end of the contract term on 12/15/2024. This request would increase the total contract amount to \$1,134,549.20.


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" Increase Request

Approved:

Approved as to Legal Form:

 2/16/21
Sarita Nair Date
Chief Administrative Officer

DocuSigned by:
Esteban A. Aguilar 2/6/2021 | 11:45 AM MST
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Esteban A. Aguilar, Jr. Date
 City Attorney

Recommended:

DocuSigned by:
Renee Martinez 2/5/2021 | 7:34 AM PST
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Renee Martinez Date
Director

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?

The legislation reflects the as 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?

The contract increases by \$109,000 in FY/21. This will be covered by existing appropriations and the increase has been included in the FY/22 CoRA (Cost of Risk Allocation)

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

No

FISCAL IMPACT ANALYSIS

TITLE: Counseling Services - Employee Assistance Program

R:
FUND: 705

O:

DEPT: 2546000

- ☒ 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			
	2021	2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at				-
Subtotal Personnel	-	-	-	-
Operating Expenses	-	-	-	-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[X] Estimated revenues not affected				
[] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City In-kind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.
* Range if not easily quantifiable.

Number of Positions created

COMMENTS: The contract increases by \$109,000 in FY/21. This will be covered by existing appropriations and the increase has been included in the FY/22 CoRA (Cost of Risk Allocation)

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

PREPARED BY:

DocuSigned by:

Alan P. Gutowski

2/2/2021 | 2:53 PM MST

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FISCAL ANALYST

APPROVED:

DocuSigned by:

Renee Martinez

2/5/2021 | 7:34 AM PST

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DIRECTOR (date)

REVIEWED BY:

DocuSigned by:

Jayne Aranda

2/5/2021 | 6:07 PM MST

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EXECUTIVE BUDGET ANALYST

DocuSigned by:

Lawrence L. Davis

2/5/2021 | 11:11 PM MST

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BUDGET OFFICER (date)

DocuSigned by:

Christine Baumer

2/6/2021 | 11:44 AM MST

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CITY ECONOMIST

FOURTH SUPPLEMENTAL AGREEMENT

THIS FOURTH SUPPLEMENTAL AGREEMENT is made and entered by and between the City of Albuquerque, New Mexico, a municipal corporation (hereinafter referred to as the "City"), and The Solutions Group, a New Mexico corporation, whose address is 1240 Pennsylvania NE, Suite C, Albuquerque, NM 87110-7410 (hereinafter referred to as the "Contractor").

RECITALS

WHEREAS, the City and Contractor entered into an Agreement, dated 12-16-2019 for an amount up to \$106,320.00 annually hereinafter referred to as the "Original Agreement", whereby the Contractor agreed to render certain professional services to the City; and

WHEREAS, the City entered into a First Supplemental Agreement which increased the annual compensation to \$205,320.00 to continue Services; and

WHEREAS, the City and the Contractor entered into a Second Supplemental Agreement to extend the time of performance for an additional one (1) year period and add the required annual funds; and

WHEREAS, the Contractor provides the Employee Assistance Program ("EAP") and a significant number of employees rely upon EAP caregivers for crisis support during difficult times; and

WHEREAS, following the COVID19 pandemic outbreak, City employee use of EAP services has nearly doubled, intakes continue to increase, and follow up appointments have seen a steady two-fold increase between March 2020 and January 2021; and

WHEREAS, the City has determined increased use of EAP Services requires the addition of funding to cover the Services; and

WHEREAS, the City entered into a Third Supplemental Agreement which increased the compensation by a one-time amount of \$44,503.00 to allow for increased use of Services during the COVID 19 pandemic; and

WHEREAS, the City has paid \$201,716.74 of the original contracted amount of \$455,143.00 and determined the increased use of EAP Services will continue which will require an estimated \$679,406.20 of additional funding to cover the Services through the end of the contract term on 12/15/2024 increasing the total contract amount to a total of \$1,134,549.20; and

WHEREAS, this supplement needs to go before the Council since the contract resulting from an RFP was previously approved by the City Council and now requires additional approval by the City Council to increase the contract by over 20% of the amount previously identified; and

WHEREAS, the Contractor agrees to the terms of the Original Agreement as amended

herein.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. Section 3A of the Original Agreement is hereby amended to read as follow

Compensation. The City agrees to pay the Contractor up to the amount of One Million One Hundred Forty Thousand and 00/100 Dollars (\$1,1400,000.00), which amount includes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor's Services under this Agreement, including all expenditures made and expenses incurred by the Contractor in performing the Services.

2. Except as herein expressly amended, the terms and conditions of the Original Agreement shall remain unchanged and shall continue in full force and effect unless there is a conflict between the terms and conditions of the Original Agreement and this Supplemental Agreement, in which event, the terms and conditions of the Supplemental Agreement shall control.

3. This Agreement shall not become effective or binding until approved by the highest approval authority of the City required under this Agreement.

4. **Electronic Signatures.** Authenticated electronic signatures are legally acceptable pursuant to Section 14-16-7 NMSA 1978. The parties agree that this agreement may be electronically signed and that the electronic signatures appearing on the agreement are the same as handwritten signatures for the purpose of validity, enforceability, and admissibility.

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