

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #303 (2005-2006)

June 26, 2006

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: EMPLOYEE ASSISTANCE PROGRAM

ASD Goal: Ensure public accountability through the wise use of financial resources and providing effective communication with staff. Establish and maintain a supportive and effective learning environment by promoting health and wellness.

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a three year contract to Magellan Behavioral Health for an Employee Assistance Program at a cost of \$64,000 for the period of July 1, 2006 through June 30, 2007; \$66,880 for the period of July 1, 2007 through June 30, 2008; and \$70,224 for the period of July 1, 2008 through June 30, 2009 for a total fixed fee amount of \$201,104; with an option to renew for two (2) additional one-year periods in the amounts of \$74,087 for the period of July 1, 2009 - June 30, 2010; and \$78,162 for the period of July 1, 2010 through June 30, 2011.

PERTINENT FACTS:

The Request for Proposal is for an Employee Assistance Program for the approximate 3,400 eligible employees of the District and their dependents. The contractor will provide diagnostic counseling and referral services for up to three (3) visits per problem. Comprehensive services to be provided by this program shall include: 1) marital and family discord; 2) alcohol and drug problems; 3) mental and emotional stress; 4) legal; and 5) financial.

Requests for Proposal were mailed to 14 proposers and two responsive proposals were received. The proposals were analyzed and evaluated by a selection committee consisting of staff members of the Human Resources Department.

This contract is for a three-year period beginning July 1, 2006 through June 30, 2009, with an option to renew for two (2) additional one-year periods. This renewal will be by mutual agreement between the contractor and the Anchorage School District subject

to the contractor's satisfactory performance. The amount encumbered by this board memo will be \$64,000 for the first year of the contract occurring in Fiscal Year 2006-2007. All future year funds are subject to annual appropriation.

Magellan Behavioral Health, previously Human Affairs of Alaska, has been the contractor for the Employee Assistance Program since its inception on September 1, 1986. Their performance has been satisfactory and the Employee Assistance Program is well accepted by District employees. Magellan is the largest provider of behavior health care services in Alaska and is a recognized leader in the development and administration of Employee Assistance Programs.

As the highest scoring proposer, Magellan Behavioral Health is recommended for award. The following are attached for review: Abstract of Proposals (Attachment A) and Tabulation of Proposals (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2006/2007)
- (099) Non-Departmental
- (2350) Employee Assistance

<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Funding Account Code</u>	<u>Amount</u>
Non-Departmental	01	109901	2350	<u>\$64,000</u>

CC/GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent
Alden Thern, Director, Benefits
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Service
Eric Tollefsen, Executive Director, Human Resources

ANCHORAGE SCHOOL DISTRICT
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ABSTRACT OF PROPOSALS

Commodity or Service: Employee Assistance Program

Proposals Due: 5:00 P.M., Anchorage Time
May 5, 2006

Budget Fund: General

Number of Request for Proposals (RFP) Sent: Fourteen (14)

Number of Responsive RFPs Received: Two (2)

Number of Non-Responsive RFPs Received: None

Number of "NO BIDS" Received: Three (3)

Advertised Date: Anchorage Daily News
April 10, 2006

Prebid Conference Held: 2:00 P.M., Anchorage Time
April 21, 2006

Addenda Issued: One (1)

ANCHORAGE SCHOOL DISTRICT
PURCHASING DEPARTMENT
4919 Van Buren Street
Anchorage, Alaska 99517-3188

TABULATION OF PROPOSALS

Opened: 5:00 p.m. Anchorage Time, May 5, 2006

Proposal: Employee Assistance Program

VENDORS

1. Magellan Behavioral Health
4300 B Street, Suite 202
Anchorage, AK 99503

2. ComPsych
455 N. Cityfront Plaza Dr, 13th Flr.
Chicago, IL 60611-5322

<u>PROPOSERS RATINGS</u>	<u>TOTAL POSSIBLE POINTS</u>	1	2
Experience and Expertise of the Company	80	68	66
Proposed Services and Methods	60	48	45
Qualifications of the Staff	60	46.5	52.5
Recordkeeping Capabilities/Community Referral Resources	40	34	34
Total Technical:	240	196.5	197.5
Total Cost:	160	160	109
Total:	400	356.5	306.5