

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #2 (2001-2002)

August 13, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: EMPLOYEE ASSISTANCE PROGRAM

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of a three year contract to Magellan Behavioral Health for an Employee Assistance Program at a cost of \$130,000 for the period July 1, 2001, to June 30, 2002; \$130,000 plus the June Consumer Price Index (CPI) increase for July 1, 2002, to June 30, 2003; and Fee for Second year plus CPI for July 1, 2003 to June 30, 2004, with two one-year options.

PERTINENT FACTS:

This contract award recommendation is a result of a Request for Proposals for an Employee Assistance Program for employees of the District and their dependents. The contract is from July 1, 2001, through June 30, 2004, with an option to renew the contract annually up to two additional years for a maximum of five years. Renewal will be by mutual agreement between the Contractor and the District. The cost of each renewal year shall be at the rate of the Consumer Price Index added to the prior year's fee.

Requests for Proposals were mailed to 19 firms (Attachment A). Proposals were submitted by Magellan Behavior Health, United Behavioral Health, and Managed Health Network.

The Request for Proposals included criteria for a two step Evaluation Process and required that proposals include a completed Fixed Fee Proposal Schedule to be submitted in a separate sealed envelope. The Evaluation Process, Step One, was the technical review of the proposals covering the scope of services. Step Two was the opening of the Fixed Fee Schedules for all proposals and assigning points which were then added to the scores achieved in Step One.

The proposals were analyzed and evaluated by a selection committee comprised of District personnel and current members of the Health Task Force. Under Step One of the evaluation process, each committee member analyzed and scored the written proposals independently using the Evaluation Schedule included in the proposals, the Fixed Fee Proposals were then opened by the Purchasing Department and points assigned. The total fixed fee for the three-year period was used in the evaluation process.

As the highest ranking proposer, Magellan Behavioral Health is the recommendation of the Administration. Magellan has the current contract, which expires June 30, 2001, at an annual service fee of \$179,840. The contract recommended for award is an approximate decrease of 28 percent in cost compared to the current contract. The number of visits per employee has been reduced from a maximum of 8 per employee per issue to a maximum of 3 visits per employee per issue. In addition to the reduction in number of visits, Behavioral health and wellness presentations, Employee Orientations, Supervisor Orientations, Critical Incident Street Management and Sharpening Supervisor Skills Training will be on a Fee for Service basis.

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

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund
- (109901) Non-Departmental
- (2350) Employee Assistance

<u>Fund Source:</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
Non-Departmental	01	109901	2350	\$130,000

CC/BH/PC/hh

Attachments

Prepared by: Pamela K. Chenier, Senior Purchasing Agent
Bob Henry, Director of Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

ABSTRACT OF BIDS

Commodity or Service:	<u>Employee Assistance Program</u>
Proposals Submitted On:	<u>10:00 A.M., Anchorage Time May 4, 2001</u>
Budget Fund:	<u>General</u>
Number of Request for Proposals Sent:	<u>Nineteen (19)</u>
Number of Responsive Proposals Received:	<u>Three (3)</u>
Number of "NO BIDS" Received:	<u>One (1)</u>
Number of "NON-RESPONSIVE PROPOSALS" Received:	<u>None</u>
Advertising Date:	<u>Anchorage Daily News April 11, 2001</u>
Preproposal Conference Held:	<u>10:00 A.M., Anchorage Time April 19, 2001</u>
Addendum Issued:	<u>One</u>