



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: August 19, 2020



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Lisa Burnham, Controller
Jeanette Menig, Human Resources Director
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 8 – Best Value Award - Employee Assistance Program

History

- An employer-sponsored Employee Assistance Program (EAP) is a benefit offered to employees to help assess, address and resolve personal issues. EAP is also a resource to managers and supervisors to assist with job jeopardy situations or work performance/workplace conflicts.
- EAPs can often address issues promptly before they become larger emotional or physical concerns and thereby reduce healthcare claims costs.
- *Ulliance of Troy, MI* has been providing these services to the City of Troy since 2015.
- The City has benefitted from our relationship with Ulliance by being able to swiftly provide in-person counseling and other opportunities for staff, as needed, in response to tragic events affecting our workplace in addition to offering their 24-hour crisis and other non-crisis services.
- Recently, *Ulliance* has provided emotional and practical support to our staff as we transitioned to remote work with a selection of online webinars and other resources.
- Previous agreements with *Ulliance* have been under the City's bid threshold which is \$10,000.

Purchasing

- *Gallagher Benefit Services, Inc.*, the City's Employee Benefits Consultant conducted a Request for Proposal process on February 7, 2020.
- Three (3) vendors received the Request for Proposal (RFP) as listed below:
 - Ulliance,
 - PineRest
 - HelpNet
 - Compsych
- The response(s) to the RFP and the questionnaire were reviewed in conjunction with Gallagher and the City and it has been determined that is in the best interest of the City to continue an Employee Assistance Program with *Ulliance of Troy, MI*.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Financial

- The cost of services as detailed in the Fee Schedule, is \$1.90 per employee per month as reported by the City of Troy's headcount reported to *Ulliance* at the beginning of each quarter.
- As the City's staffing changes seasonally it is estimated that the monthly charges will range from approximately \$1,000 to \$1,400 per month.
- Critical Incident Stress Debriefings will be performed onsite at the cost of \$300/per person (consultant) per hour with a minimum of 2 hours.
- Funds are budgeted and available in the General Fund under the Human Resources Department for Fiscal Year 2021. Expenditures will be charged to account number 101.270.7802.185.

Recommendation

City management recommends continuing the Employee Assistance Program with *Ulliance of Troy, MI* and awarding a one (1) year contract to *Ulliance, Inc. of Troy, MI*, to provide for an Employee Assistance Program for the City and its employees. The first year cost is based on \$1.90 per employee per month, and the contract will provide for ongoing annual renewals upon mutual agreement of both parties.

Legal Review

This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.