



Legislation Text

File #: 23-0679, Version: 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:

Approve the award of Change Order #1 to Contract 20-262, Employee Assistance Program (EAP), to CuraLinc Healthcare for an amount not to exceed \$17,000 and a total award of \$93,500

DEPARTMENT: Human Resources

SUBMITTED BY: Helga Oles, Interim HR Director

BACKGROUND:

The EAP provides counseling services to employees and their family members. Services include mental health, substance abuse, stress management, financial counseling, childcare, and elder care resources. The city manager approved the award of Contract 17-053 to CuraLinc Healthcare for a three-year term from January 1, 2017, through December 31, 2019, with a two one-year option to extend. The term of the first option year is January 1, 2020, to December 31, 2020, with one option remaining on the agreement.

In January 2018, the City added additional services to the contract to include MySecureAdvantage (MSA), a financial wellness company to assist employees with financial counseling (budgeting, debt management, retirement savings, and planning, and 90 days per year of free financial coaching. The City Manager approved the first option renewal on March 13, 2020.

In October 2020 the city waived the applicable provisions of the Naperville Procurement Code and awarded Procurement 20-262, Employee Assistance Program (EAP), to CuraLinc Healthcare for an amount not to exceed \$76,500 and for a three-year term ending 12/31/2023.

DISCUSSION:

All employees of the City of Naperville are eligible for the program. With the amount of hiring that has taken place in the last few years, and with the addition of the Library to the EAP and MSA programs, the program cost has increased. The purpose of the change order is to pay the remaining invoices through the end of the contract.

FISCAL IMPACT:

Cost for the EAP is expensed to the account number listed below. Staff included \$31,000 in the 2023 budget for this service, of which \$15,487 has been expensed. Though the requested change order exceeds the budget for this service, the excess can be accommodated within the fund. Staff will monitor expenditures to ensure compliance with budgetary guidelines.

Account Number	Fund Description	Total Budget Amount
14101100-531305	General Fund	\$92,417.00