



City of Austin

Recommendation for Action

File #: 25-1271, Agenda Item #: 70.

7/24/2025

Posting Language

Authorize a contract for employee assistance program services for the Human Resources Department with ComPsych Employee Assistance Programs, Inc. dba ComPsych Corporation, for an initial term of two years with up to three 1-year extension options in an amount not to exceed \$1,200,000. Funding: \$180,000 is available in the Human Resources Department's Operating Budget, for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Financial Services Department.

Client Department(s)

Human Resources Department.

Fiscal Note

Funding in the amount of \$180,000 is available in the Fiscal Year 2025-2026 Operating Budget of Human Resources Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued a Request for Proposals solicitation RFP 5800 JOG3028 for these services. The solicitation was issued on March 31, 2025, and closed on April 29, 2025. Of the five offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's website, . This information can currently be found at

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=142375.

MBE/WBE:

This contract will be awarded in compliance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

This contract will provide employee assistance program services to City employees, retirees, and eligible dependents. Services included in this contract are short-term counseling, employee and supervisor training, critical incident stress debriefings, mandatory substance abuse and referral counseling, alcohol and drug

training for commercial driver's license holders, and tobacco cessation courses.

This contract will replace an existing contract which expires January 1, 2026. The vendor selection and contract must be finalized by August 1, 2025, to give the Human Resources Department sufficient time to prepare materials for open enrollment, which is scheduled to begin on October 1, 2025. The recommended contractor is the current provider for these services. The requested authorization amount was determined using departmental estimates based on historical spend and anticipated future usage.

An evaluation team with expertise in this area evaluated the offers and scored ComPsych Employee Assistance Programs, Inc. as the best to provide these services based on experience, personnel, and references, technical approach and solutions, price, local and small business preferences.