



Finance Committee Meeting

Commission Chamber- 7/26/2022- 1:20 PM

FINANCE

1. A request to approve awarding the Employee Assistance Services to Concern EAP (RFP 22-221). The award recommendation is for a three (3) year term with the option to extend for two (2) additional one (1) year terms. [Attachments](#)

2. Motion to approve the minutes of the Finance Committee held on July 12, 2022.

[Attachments](#)

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Finance Committee Meeting
7/26/2022 1:20 PM
Award Employee Assistance Program Services RFP 22-221

Department: Finance – Risk Management Division

Presenter: Andy Oates

Caption: A request to approve awarding the Employee Assistance Services to Concern EAP (RFP 22-221). The award recommendation is for a three (3) year term with the option to extend for two (2) additional one (1) year terms.

Background: Augusta has long recognized the benefit of an EAP for employees, providing these services for over 15 years. EAP is a counseling service that assists employees with personal and/or work-related issues that may impact their job performance, health, mental and emotional well-being. EAPs are also Substance Abuse Professionals (SAP) offering various programs focused on overcoming drug and alcohol addiction. The current renewal date for Augusta's EAP services is August 31, 2022.

Analysis: The evaluation committee unanimously agreed and selected CONCERN: EAP as our next service provider. CONCERN: EAP is a local agency with years of experience within the Augusta/Richmond County community.

Financial Impact: Cost for these services is \$3,048 monthly (\$36,576 annually).

Alternatives: Discontinue service.

Recommendation: Approve CONCERN: EAP as the service provider.

Funds are Available in the Following Accounts: 611 01 5210 Risk Management - Other Professional Services

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

Cover Memo

Item # 1

Cover Memo

Item # 1

Request for Proposals

Request for Proposals will be received at this office until **Wednesday, June 1, 2022 @ 11:00 a.m. via ZOOM Meeting ID: 889 0313 0245, Passcode: 619529 for furnishing:**

RFP Item # 22-221 Employee Assistance Program (EAP) for Augusta, GA – Finance Department – Risk Management

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARCBid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

A Pre-Proposal Conference will be held on Monday, May 16, 2022 @ 10:00 a.m. Via Zoom – Meeting ID:838 9492 6875; Passcode:042910.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, May 17, 2022 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of **90** days after proposals have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle April 21, 28, 2022 and May 5, 12, 2022
Metro Courier April 21, 2022

Revised: 3/22/21



RFP Opening - RFP Item #22-221
Employee Assistance Program (EAP) for Augusta, GA –
Finance Department Risk Management
Date: Wednesday, June 1, 2022 @ 11:00 a.m. via ZOOM

Total Number Specifications Mailed Out: 23
Total Number Specifications Download (Demandstar): 4
Total Electronic Notifications (Demandstar): 240
Georgia Procurement Registry: 1752
Total packages submitted: 5
Total Noncompliant: 0

VENDORS	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original	7 Copies
UPMC Benefit Mgmt Services Inc. D/B/A Workpartners USX Steel Tower 600 Grant Street, 7th Floor Pittsburgh, PA 15219	Yes	Yes	1172597	Yes	Yes	Yes
Concern: EAP 2610 Commons Blvd. Augusta, GA 30909	Yes	Yes	1178001	Yes	Yes	Yes
EverNorth Behaviorel Health Inc. DBA Cigna 6625 West 78th Street, Suite 100 Bloomington, MN 55439	Yes	Yes	135228	Yes	Yes	Yes
ComPsych Corporation 455 N Cityfront Plaza Dr. Chicago, IL 60611	Yes	Yes	309005	Yes	Yes	Yes
Charles Nechtem Associates, Inc. 595 Bay Isles Road Suite 115 Longboat Key, FL 34228	Yes	Yes	1177481	Yes	Yes	Yes



RFP Opening - RFP Item #22-221
Employee Assistance Program (EAP) for Augusta, GA –
Finance Department Risk Management
RFP Evaluation Meeting: Wednesday, June 22, 2022 @ 9:00 a.m.

Vendors			UPMC Benefit Mgmt Services Inc. D/B/A Workpartners USX Steel Tower 600 Grant Street, 7th Floor Pittsburgh, PA 15219	Concern: EAP 2610 Commons Blvd. Augusta, GA 30909	EverNorth Behavioral Health Inc. DBA Cigna 6625 West 7th Street, Suite 100 Bloomington, MN 55439	ComPsych Corporation 455 North Cityfront Plaza Dr. Chicago, IL 60611	Charles Nechtem Associates, Inc. 595 Bay Isles Road, Suite 115 Longboat Key, FL 34228	UPMC Benefit Mgmt Services Inc. D/B/A Workpartners USX Steel Tower 600 Grant Street, 7th Floor Pittsburgh, PA 15219	Concern: EAP 2610 Commons Blvd. Augusta, GA 30909	EverNorth Behavioral Health Inc. DBA Cigna 6625 West 7th Street, Suite 100 Bloomington, MN 55439	ComPsych Corporation 455 North Cityfront Plaza Dr. Chicago, IL 60611	Charles Nechtem Associates, Inc. 595 Bay Isles Road, Suite 115 Longboat Key, FL 34228
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)					Weighted Scores				
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)									
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
2. Qualifications & Experience	(0-5)	15	4.3	5.0	5.0	4.8	4.8	63.8	75.0	75.0	71.3	71.3
3. Organization & Approach	(0-5)	20	4.0	4.8	4.0	4.0	4.0	80.0	95.0	80.0	80.0	80.0
4. Scope of Services • Vendors response to questionnaire included as Section 3 – Requirements of Program • Provide Augusta superior value and service as a Full Service EAP provider • Provide SAP (Substance Abuse Professional) Services and experience as SAP • Provide detailed responses to all EAP questions included in Specs & Qual. section • Provide Gen. EAP/Risk Advice & concerns regarding treatment, merging drugs, testing, etc.	(0-5)	20	2.8	4.5	3.3	3.0	3.0	55.0	90.0	65.0	60.0	60.0
5. Financial Stability	(0-5)	5	4.5	5.0	4.5	4.5	4.5	22.5	25.0	22.5	22.5	22.5
6. References	(0-5)	5	4.8	4.8	4.8	4.8	4.8	23.8	23.8	23.8	23.8	23.8
7. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)												
Within Richmond County	5	10		5				0.0	50.0	0.0	0.0	0.0
Within CSRA	5	6						0.0	0.0	0.0	0.0	0.0
Within Georgia	5	4						0.0	0.0	0.0	0.0	0.0
Within SE United States (includes AL, TN, NC, SC, FL)	5	2					5	0.0	0.0	0.0	0.0	10.0
• All Others	5	1	5		5	5		5.0	0.0	5.0	5.0	0.0
Phase 1 Total - (Total Maximum Ranking 30 - Maximum Weighted Total Possible 375)			25.3	29.0	26.5	26.0	26.0	250.0	358.8	271.3	262.5	267.5
Phase 2 (Option - Numbers 8 - 9) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)												
8. Presentation by Team	(0-5)	10						0	0	0	0	0
9. Q&A Response to Panel Questions	(0-5)	5						0	0	0	0	0
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)								Cost/Fee Proposal Consideration				
Lowest Fees	5	10					5	0	0	0	0	50
Second	5	6				5		0	0	0	30	0
Third	5	4	5					0	20	0	0	0
Fourth	5	2		5				0	0	10	0	0
Fifth	5	1						0	0	0	0	0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			0	5	5	5	5	0	20	10	30	50
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)												
Total Cumulative Score			25.3	34.0	31.5	31.0	31.0	250.0	378.8	281.3	292.5	317.5
Internal Use Only												
Evaluator: Cumulative Date: 6/22/22												
Procurement Department Representative: Nancy Williams												
Procurement Department Completion Date: 6/22/22												



FINANCE DEPARTMENT
RISK MANAGEMENT DIVISION

Donna B. Williams, CGFM
Director

June 23, 2022

Ms. Geri Sams
Procurement Director
535 Telfair St, Suite 605
Augusta, GA 30901

RE: 22-221 – Employee Assistance Program (EAP)

Dear Ms. Sams:

The Evaluation Committee for the Employee Assistance Program (RFP #22-221) met on June 22, 2022. It is the consensus and recommendation of the Evaluation Committee that CONCERN: EAP, be awarded the engagement for providing Employee Assistance Program services for the Augusta, Georgia employees.

Based on the criteria used, I concur with the recommendation of the Evaluation Committee, however, I would like to negotiate the fee with the selected vendor prior to submission for Commission approval.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Donna B. Williams".

Donna B. Williams, CGFM
Finance Director

Cc: Phyllis Johnson, Compliance Director
Nancy Williams, Quality Assurance Analyst
Timothy E. Schroer, Deputy Finance Director
Andy Oates, Interim Risk Manager

BIDDERS LIST

BID ITEM # 22-221 COST \$

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	RISEN GOODS & SERVICES, INC. PO BOX 203 JEFFERSON, GA 30549		4/26/02		Ken	Ken
2	Georgia Get In Connect Larry Earl Jackson Jr 3607 Treehills Parkway Stone Mountain, GA 30088		4/27/02		Ken	Ken
3						
4						
5						
6						
7						
8						
9						
10						
						Item # 1

4/22/22, 4:26 PM

PR_bid_email_list

010777955	usregistryconnect 2022-04-22	rfq@usregistryconnect.com usregistry, usregistry	N	NOM
418767438	wilco Finanical group Inc 2022-04-22	WILCOFG@COMCAST.NET MILLER, MELVIE	Y	AFA
	wilco Finanical group Inc 2022-04-22	wilcofg@bellsouth.net Wilson, J L		

ETHNIC GROUP	COUNT
African American	499
Asian American	71
Native American	15
Hispanic/Latino	16
Pacific Island/American	4
Non Minority	1147
Not Classified	0
Total Number of Vendors	1752
Total Number of Contacts	2520

[PR_bid_email_list](#)

Item # 1

J. SMITH LANIER & CO.
2601 COMMONS BLVD
AUGUSTA, GA 30909

ASSURED PARTNERS
P. O. BOX 14729
AUGUSTA, GA 30919

EAP CONSULTANTS LLC
1850 PARKWAY PLACE
SUITE 700
MARIETTA, GA 30067

CONCERN EAP
2610-B COMMONS BLVD
AUGUSTA, GA 30909

NANCY WESSELINK
206 TEAL CT
CANTON, GA 30115

CHARLES NECHTEM ASSOCIATES
595 BAY ISLES ROAD
SUITE 115
LONGBOAT KEY, FL 34228

FEI BEHAVIORAL HEALTH
648 N. PLANKTON AVE.
SUITE 4
MILWAUKEE, WI 53203

CARKHAM CONSULTING & LINKAGE
3110 BELLEMEADE DRIVE
AUGUSTA, GA 3096

DEER OAKS EAP SERVICES
126 E, MAIN PLAZA
SUITE 8
SAN ANTONIO TX 78205

TRANSITIONAL FAMILY SERVICES
3643 WALTON WAY EXT BLDG 4
AUGUSTA. GA 30909

AUGUSTA COUNSELING
SERVICES/ACS
1721 WRIGHTSBORO ROAD
AUGUSTA, GA 30904

NEW HOPE COMMUNITY CENTER
1336 CONKLIN AVENUE
AUGUSTA, GA 30901

GEORGIA FAMILY CRISIS SOLUTION
4145 COLUMBIA RD.
AUGUSTA, GA 30907

LIFE MANAGEMENT GROUP
4400 COLUMBIA RD.
AUGUSTA, GA 30907

RESOLUTION COUNSELING
SERVICES
3633 WHEELER RD.
AUGUSTA, GA 30909

THE COUNSELING GROUP
3026 DEANS BRIDGE RD.
AUGUSTA, GA 30906

JONES BEHAVIORAL HEALTH, INC
114 PLEASANT HOME ROAD, STE. A
AUGUSTA, GA 30907

TRANSITIONAL FAMILY SERVICES
3643 WALTON WAY EXT., BLDG. 4
AUGUSTA GA, 30909

IMANI HOUSE
1227 AUGUSTA WEST PKWY., STE. 8
AUGUSTA, GA 30909

JENNIFER LICHTENBERG
3633 WHEELER RD.
AUGUSTA, GA 30909

GEORGIA PSYCHOLOGY
AND COUNSELING
211 PLEASANT HOME ROAD, SUITE G1
AUGUSTA, GA 30907

DONNA WILLIAMS
FINANCE DEPARTMENT

ANDY OATES
RISK MANAGEMENT

PHYLLIS JOHNSON
COMPLIANCE

RFP ITEM #22-221
EMPLOYEE ASSISTANCE PROGRAM
(EAP) FOR AUGUSTA, GA – FINANCE
DEPARTMENT – RISK MANAGEMENT
DUE: WED., JUNE 1, 2022 @ 11:00 A.M.

RFP ITEM #22-221
EMPLOYEE ASSISTANCE PROGRAM
(EAP) FOR AUGUSTA, GA – FINANCE
DEPARTMENT – RISK MANAGEMENT
DUE: WED., JUNE 1, 2022 @ 11:00 A.M.

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for

obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.

- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:

- (1) The ability, capacity, and skill of the offeror to perform the contract or

provide the services required;

- (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
 - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions,

additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.

- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.



**Finance Committee Meeting
7/26/2022 1:20 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on July 12, 2022.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available in
the Following
Accounts:**

REVIEWED AND APPROVED BY:



Finance Committee Meeting Commission Chamber - 7/12/2022

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; D. Williams, Chairman; McKnight, Vice Chairman; Scott, member.

Absent: Hon. Mason, member.

FINANCE

1. Motion to approve the minutes of the Finance Committee held on June 14, 2022.

**Item
Action:
Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Catherine Smith-McKnight	Commissioner Francine Scott	Passes

www.augustaga.gov

