

**SERVICES CONTRACT**

**ITEM:** 3-S **Agency Contact:** Joseph Horvath  
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**DEPARTMENT/PROGRAM:** Budget and Management (DBM)  
Employee and Labor Relations Division

**CONTRACT ID:** Employee Assistance Program  
ADPICS # F10B4400008

**CONTRACT DESCRIPTION:** Provide an Employee Assistance Program to State employees who have been referred to the program by their supervisors and grief counseling services to state employees following traumatic events at the workplace.

**AWARD:** Janus Associates, Inc.  
t/a Business Health Services  
Baltimore, MD

**TERM:** 1/1/2015 - 12/31/2019 (5 Years)

**AMOUNT:** \$583,404

**PROCUREMENT METHOD:** Competitive Sealed Proposals

**PROPOSALS:**

<b>Offerors</b>	<b>Technical Ranking</b>	<b>Financial Price &amp; Ranking</b>	<b>Overall Ranking</b>
Janus Associates, Inc. t/a Business Health Services Baltimore, MD	1	\$583,404 (1)	1
Magellan Behavioral Health Avon, CT	2	\$1,530,480 (2)	2

**MBE PARTICIPATION:** 100% (Contractor is a Maryland Certified MBE)

**INCUMBENT:** None (See Requesting Agency Remarks below)

**REQUESTING AGENCY REMARKS:** A notice of availability of the Request for Proposals (RFP) was advertised on *eMaryland Marketplace* and the DBM website. In addition, the notice was sent directly to 197 potential vendors, 167 of which are Maryland firms and 182 are MBEs. A copy of the solicitation was also provided to the Governor’s Office of Minority Affairs.

**ITEM:** 3-S (Cont.)

Four proposals were received in response to the RFP. However, only two proposals were deemed to be reasonably susceptible of being selected award. The overall #1 ranked offeror had the higher ranked technical proposal and the lower price. Therefore, Janus Associates, Inc., trading as Business Health Services (BHS), is determined to have the more advantageous offer for the State and is recommended for award.

The disparity in price between BHS and the #2 offeror raised the issue of cost comparison. A discussion and analysis of each offeror's pricing and a review of the recommended contractor's financial position cemented confidence in BHS's ability to provide the quality program it proposed in its response to the solicitation.

The awarded contractor will be responsible for operating the State's Employee Assistance Program (EAP) to provide up to three one-hour sessions of counseling for employees who have been referred by their supervisors for counseling. Upon receiving a supervisor referral, the contractor will direct the referred employee to an appropriate counselor from the contractor's network of counselors. The contractor will also provide on-site critical incident stress debriefing to employees and supervisors in the wake of a traumatic incident affecting the workplace upon request by the State.

The EAP program currently functions as part of the State's Behavioral Health and Employee Assistance Program Benefit Administration Services contract, which expires December 31, 2014. APS Healthcare Bethesda, Inc. is the contractor for the expiring contract managed by DBM's Employee Benefits Division. After December 31, 2014, the State will obtain EAP services separately from behavioral health services because the State's behavioral health benefits will be covered in the State's new medical benefit contract. This new EAP contract will be managed by DBM's Employee and Labor Relations Division.

No MBE participation goal was established for this contract based upon the determination that there are no subcontracting opportunities within the scope of work. MBEs were encouraged to submit proposals as prime contractors.

<b>FUND SOURCE:</b>	100% Non-Budgeted
<b>APPROP. CODE:</b>	F10A0253
<b>RESIDENT BUSINESS:</b>	Yes
<b>MD TAX CLEARANCE:</b>	14-1816-1111

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Board of Public Works Action - This Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	