



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6d

ACTION ITEM

Date of Meeting July 9, 2019

DATE: July 1, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Anika Klix, Total Rewards Consultant
Tammy Woodard, Director. Human Resources - Total Rewards
Katie Gerard, Sr. Director, Human Resources

SUBJECT: Contract for a vendor to provide an employee assistance program (EAP) to Port employees.

Amount of this request: Not to Exceed \$720,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract to select a third-party vendor to provide an employee assistance program (EAP) for all Port employees. The EAP contract will be a five-year contract with two (2) one-year options to extend (2020 - 2026) for a maximum duration of seven years and a total value not to exceed \$720,000. The contract value accounts for an increase in the number of Port employees over the life of the contract.

SUMMARY

The purpose of the EAP is to provide employees quick and confidential access to assessment and referral services for a variety of personal issues that may, or that have the potential to, affect job performance. It is best practice for many companies to offer EAP services. The Port has offered an EAP for over twenty (20) years and Port policy HR-17c specifies that the Port of Seattle will offer an Employee Assistance Program to all Port employees, both represented and non-represented, and their families.

Examples of services provided by an EAP include support, counseling, and referrals for topics like alcohol or drug dependence, family support and relationship problems, emotional or financial difficulties, elder care or dependent care resources, or other stresses that might benefit from the intervention or assistance of qualified professionals. The EAP Provider should be able to respond to, and demonstrate positive history of serving a diverse, multilingual and multicultural workforce.

The EAP will also provide on-site services on a variety of topics consistent with the terms of the contract. These services may include intervention or assistance in emergency situations, grief

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counseling following the death of an active employee, mediations, group facilitations, or training on coping skills after a tragedy or catastrophic event. These on-site services will be provided at the request of Human Resources.

With the current contract expiring at the end of 2019, we are requesting Commission approval to commence a competitive procurement process to select and contract with an EAP vendor before the current contract expires to ensure continuity of services to Port employees.

Alternatives to procuring this contract are:

- To no longer offer an employee assistance program, or
- Contract with independent providers for the various services that an EAP would provide requiring multiple, smaller procurements and contracts to manage.

Procuring a seven-year contract with an EAP provider will secure continuity of services for Port employees and will provide a means for employees to access confidential assessment and referral services that may have a positive impact on employee job performance.

There are no attachments to this memo.