

PROCUREMENT SUMMARY

METRO EMPLOYEE ASSISTANCE PROGRAM / PS186372000

1.	Contract Number: PS186372000	
2.	Recommended Vendor: ComPsych Corporation	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: May 10, 2021	
	B. Advertised/Publicized: May 11, 2021	
	C. Pre-Proposal Conference: N/A	
	D. Proposals Due: June 9, 2021	
	E. Pre-Qualification Completed: August 10, 2021	
	F. Conflict of Interest Form Submitted to Ethics: July 28, 2021	
	G. Protest Period End Date: September 20, 2021	
5.	Solicitations Picked up/Downloaded: 11	Bids/Proposals Received: 1
6.	Contract Administrator: Marc Margoni	Telephone Number: (213) 922-1304
7.	Project Manager: Gabriela Hernandez	Telephone Number: (213) 922-4867

A. Procurement Background

This Board Action is to approve the award of Contract No. PS186372000 to ComPsych Corporation, to provide Employee Assistance Program (EAP) services to employees and immediate family members to cope with challenges on the job and in their homes on an “as-needed” basis.

Request for Proposals (RFP) No. PS73629-2 was issued as a competitive negotiated procurement in accordance with Metro’s Acquisition Policy and the contract type is a firm fixed unit rate. The RFP was issued with a Race Conscious DBE contract goal of 8%.

One amendment was issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on May 20, 2021, updated the minimum qualification requirements and changed the DEOD Instructions and the Contract Compliance Manual to align with the funding source and the DBE contract goal.

The solicitation was available for download from Metro’s website. Advertisements were placed with the Los Angeles Daily News to notify potential proposers of this solicitation. Metro also notified proposers from Metro’s vendor database based on applicable North American Industry Classification System (NAICS) codes.

There was no pre-proposal conference held for this solicitation.

A total of 11 firms downloaded the RFP and were included on the plan holders list.

Only one proposal was received on June 9, 2021.

Metro staff canvassed firms on the plan holders list to determine why no other proposals were received. No response was received. The plan holders list consisted of the incumbent contractor, one company that provides integrative therapy interventions, five management consulting firms, one business computer consulting firm, one company that provides access to bid plan rooms and upcoming bid opportunities, an insurance company, and an HR consulting firm.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Human Resources, Talent Development, and Transit Security were convened and conducted a comprehensive technical evaluation of the proposal received from the incumbent, ComPsych Corporation.

On June 15, 2021, the PET met to review the evaluation criteria package, process confidentiality and conflict of interest forms and take receipt of proposals to initiate the evaluation phase.

Proposals were evaluated based on the following evaluation criteria stated in the RFP:

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|-----------------------------------------------------------------------------------------|------------|
| • Prime Contractor/Team Qualifications | 20 percent |
| • Program Management & Administration | 15 percent |
| • Service Delivery Plan – EAP Intake, Assessment & Referral | 15 percent |
| • Service Delivery Plan – Substance Abuse Professional (SAP) Services | 10 percent |
| • Service Delivery Plan – Crisis Intervention and Traumatic Incident Counseling Program | 10 percent |
| • Service Delivery Plan – Management Support Consultation and Work/Life Services | 10 percent |
| • Cost Proposal | 20 percent |

Several factors were considered in developing these weights, giving the greatest importance to prime contractor/team qualifications and cost proposal.

Evaluations were conducted from June 25, 2021 through July 9, 2021. After evaluation of the proposal, the PET determined ComPsych Corporation to be technically qualified to perform the services as outlined in the Scope of Services.

The following is a summary of the PET scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Compsych Corporation				1
3	Prime Contractor/Team Qualifications	96.65	20.00%	19.33	
4	Program Management and Administration	100.00	15.00%	15.00	
5	Service Delivery Plan – EAP Intake, Assessment & Referral	100.00	15.00%	15.00	
6	Service Delivery Plan – Substance Abuse Professional (SAP) Services	100.00	10.00%	10.00	
7	Service Delivery Plan – Crisis Intervention and Traumatic Incident Counseling Program	100.00	10.00%	10.00	
8	Service Delivery Plan – Management Support Consultation and Work/Life Services	93.30	10.00%	9.33	
9	Cost Proposal	100.00	20.00%	20.00	
10	Total		100.00%	98.66	

C. Cost/Price Analysis

The recommended fully burdened rate per employee per month has been determined to be fair and reasonable based on historical costs, technical evaluation, price analysis and independent cost estimate.

This is a unit rate contract that is based on actual number of employees every month, which can vary. The price evaluation was based on monthly rates for the 5 year term (including options). A cost/price analysis was based on the fairness and reasonableness of the rates.

D. Background on Recommended Contractor

The recommended firm, ComPsych Corporation (ComPsych), located in Chicago, Illinois, was founded in 1984. It is a worldwide provider of fully integrated employee assistance programs, behavioral health, wellness, work-life, HR, US Family and Medical Leave Act (FMLA) and absence management services.

ComPsych provides services to more than 56,000 organizations, covering more than 127 million individuals throughout the United States and 190 countries. Its clientele range from Fortune 100 companies to smaller public and private organizations, as well as government entities.

ComPsych Corporation has been providing EAP services to Metro since 2016 and performance has been satisfactory.