



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2021 February 4

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP) SERVICES CONTRACT EXTENSION

It is recommended that the Finance & Facilities Committee recommend that the Board of Health:

- 1) Receive Report No. 02-21FFC: "Employee and Family Assistance Program (EFAP) Services Contract Extension" for information*

Key Points

- The contract for Homewood Health was extended by the Middlesex-London Health Unit.
- These services were recommended by an internal employee committee who reviewed the RFP process and selected Homewood Health as the Service Provider.
- The value of the contract is \$21,840 per year based on an estimated utilization rate of 20%.

Background

The Middlesex-London Health Unit (MLHU) proceeded with an RFP in 2015 for an EFAP Service Provider. Following a competitive bid process, the contract was awarded to Homewood Health and the new program was implemented in April 2016.

Contract Award

The current contract with Homewood Health expires on March 31, 2021. Given the lack of capacity of the organization to undergo a full RFP process due to the pandemic and current organizational environment, and the fact that the services provided by Homewood Health have met the needs of the organization, specifically with the capacity for telephonic, online and virtual counselling, MLHU has extended the current contract for an additional year. This is a non-competitive purchase under the Governance Policy G-230A, Section 3.0 where only one source of supply is acceptable and cost effective. Homewood Health has offered this extension at the same negotiated rates from 2016.

Next Steps

MLHU staff have signed the contract extension and will continue EFAP services with Homewood Health until March 31, 2022.

This report was prepared by Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'Chris Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

A handwritten signature in black ink, appearing to read 'Michael Clarke'.

Michael Clarke, PhD
Chief Executive Officer (Interim)