



TO: Chair and Members of the Finance & Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 February 3

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## **EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP) SERVICES CONTRACT EXTENSION**

*That the Finance & Facilities Committee recommend that the Board of Health receive Report No. 03-22FFC: “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 for the Employee and Family Assistance Program (EFAP)
- The value of the contract is \$26,508 per year based on an estimated utilization rate of 20%.

### **Background**

The Middlesex-London Health Unit (MLHU) proceeded with a Request for Proposal (RFP) in 2015 for an Employee and Family Assistance Program (EFAP) Service Provider. Following a competitive bidding 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, 2022. There is a lack of capacity in the organization to undergo a full RFP process due to the pandemic and current organizational environment. As well, the services provided by Homewood Health have met the needs of the organization, specifically with the capacity for telephonic, online and virtual counselling. Homewood Health has also offered an extension to the existing contract at the same negotiated rates from 2016, factoring in the increased staffing levels associated with the COVID-19 pandemic response. Based on these factors, especially considering inflationary pressures, MLHU has extended the current contract for an additional year. This is a non-competitive purchase under Policy G-230A, Section 3.0 ([Appendix A](#)) where only one source of supply is acceptable and cost effective.

### **Next Steps**

MLHU staff have signed the contract extension for one-year and will continue EFAP services with Homewood Health until March 31, 2023.

This report was prepared by the Healthy Organization Division.

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive style and is contained within a light gray rectangular box.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer