



Report
Staff Report
 The Corporation of the City of Brampton
 6/5/2024

Date: 2024-05-10

Subject: **Request to Begin Procurement – To Obtain a Provider for the City of Brampton Employee Assistance Program**

Contact: Cynthia Ogbarmey-Tetteh, Director, Human Resources

Report number: Corporate Support Services-2024-452

RECOMMENDATIONS:

1. That the report from Cynthia Ogbarmey-Tetteh, Director, Human Resources to the Committee of Council Meeting of June 5, 2024, re: **Request to Begin Procurement – To Obtain a Provider for the City of Brampton Employee Assistance Program**, be received;
2. That the Purchasing Agent be authorized to commence the procurement for provider of Employee Assistance Program.

OVERVIEW:

- This report seeks Council approval to commence the procurement of Hiring a Provider for the City of Brampton's Employee Assistance Program (EAP) for a three (3) year period with three (3) additional two (2) year optional renewal periods.
- EAP is an existing program and the current contract expires August 31, 2024.
- EAP is a vital resource offering professional and confidential services to employee and their families, addressing work, health and life concerns.

BACKGROUND:

The Employee Assistance Program (EAP) provides employees and their immediate family members free access to professional services for short term confidential assistance/ counselling to help and support for work, health, or life concerns. This is available to all employees (approximately 6700 employees, both full-time and

temporary) and supports the increased emphasis on supporting the wellbeing of our workforce.

CURRENT SITUATION:

The current contract was awarded for a three (3) year period with three (3) additional optional renewals, which will expire on August 31, 2024. It is essential to commence a new procurement to ensure continued support for our employees without interruption. Human Resources is prepared to oversee this process, ensuring a seamless transition and sustained program availability.

CORPORATE IMPLICATIONS:

Financial Implications:

Sufficient funding for the initial year is available in the Human Resources operating budget. Staff will ensure that sufficient funding is requested in future year budget submissions for the duration of the contract and presented to the Mayor for his consideration.

Purchasing Implications:

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

STRATEGIC FOCUS AREA:

The "Begin Procurement Report" for the EAP provider aligns with the City of Brampton's strategic focus area "Government & Leadership" focusing on service excellence with equity, innovation, efficiency accountability and transparency. Providing EAP Services will continue to enhance the employee experience while supporting a healthy workforce that delivers services to Brampton residents.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement for of a provider for the City of Brampton's Employee Assistance Program (EAP) for a three (3) year period with three (3) additional two (2) year optional renewal periods.

Authored by:

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