



## Award Recommendation

**To:** Marilyn Jackson  
Contract Management

**From:** Valerie Francois  
Director, Human Resources

**Date:** August 17, 2023

**Re:** Employee Assistance Program provided by Deer Oaks EAP Services, LLC

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This award recommendation is for the City of Round Rock – Human Resources Department to establish a contract with Deer Oaks EAP Services, LLC, for an employee assistance program needed to support City operations.

The RFP solicitation was advertised in the Round Rock Leader newspaper and posted to the City of Round Rock solicitation website. It has been determined that Deer Oaks EAP Services, LLC offers the best value to the City. Therefore, the Human Resources Department recommends that the contract be awarded to Deer Oaks EAP Services, LLC, for an employee assistance program required to support City operations.

An evaluation team with expertise in this area evaluated the offers and score Deer Oaks EAP Services, LLC as the best to provide these services based on the respondent's proposed approach plan comprehensiveness of services, company work experience, and personnel and cost.

Respondents and point distribution are listed below based on a 100-point scale:

<u>Awarded Vendor:</u>	<u>Total Points</u>
Deer Oaks EAP Services, LLC:	91 points

**Awarded Vendor:**

Deer Oaks EAP Services, LLC  
126 E. Main Plaza Ste. 1  
San Antonio Texas 78205

**Contract Term:** 5 Years

**Contract Amount:** \$25,420 per year for a total not to exceed amount of \$127,100

**Approvals:**

  
[Valerie Francois \(Aug 17, 2023 11:18 CDT\)](#)  
Signed Name

08/17/2023

Date:

Printed Name: Valerie Francois  
Director, Human Resources

**Purchasing Review**

  
[David Carter \(Aug 17, 2023 11:29 CDT\)](#)  
Signed Name

08/17/2023

Date:

Printed Name: David Carter  
Purchasing Manager, Finance