



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R146 - 2024

*Introduced by the Administration on September 4, 2024*

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Authorization for Contract with Preferred EAP in the amount of \$11,200.00 to provide assessment of problems and brief counseling or referral to appropriate treatment/service resources. This includes five (5) fifty (50) minute in-person contacts provided to eligible user at no charge to themselves.

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### ***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Preferred EAP
2. Project or Contract Reference: Employee Assistance Program (EAP)
3. Description of Service(s): To provide assessment of problems and brief counseling or referral to appropriate treatment/service resources. This includes five (5) fifty (50) minute in-person contacts provided to eligible user at no charge to themselves.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 4<sup>th</sup> day of September, 2024, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Employee Assistance Program (EAP)

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** HR Interim Director John Ferry, Department Head

**DATE:** August 23, 2024

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

**M&S EAP:** 479 Port View Drive, C 30, Harrisburg, PA 17111

- List the name and address of the **recommended** Contractor/Vendor, include the following:

**Preferred EAP:** 1728 Jonathan Street, Suite 200, Allentown, PA 18104

Contract Consideration: \$11,200.00

Funding Source: 000-06-0603-0001-46

- Description of project or scope of services to be provided:

The City conducted an informal quote which the scope of services include assessment of problems and brief counseling or referral to appropriate treatment/service resources. This includes five (5) fifty (50) minute in-person contacts provided to eligible user at no charge to themselves. The department received two (2) quotes, and it has been recommended to award for Preferred EAP.

- Contract Term:

This contract will expire December 31, 2024, with no renewals.

- List any renewal term options and duration of each renewal, if any:

N/A

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: HR Interim Director John Ferry, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution