

January 24, 2023

C-8

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HR22-038 and award a contract to Nancy K Bohl, Inc., dba The Counseling Team International (TCTI), of San Bernardino, CA, for Critical Incident and Counseling Services for certain personnel within the Long Beach Police, Long Beach Fire, and Long Beach Disaster Preparedness and Emergency Communications Departments, in a total annual amount not to exceed \$250,000, for a period of three years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with The Counseling Team International (TCTI), Inc., for Critical Incident and Counseling Services for certain personnel within the Long Beach Police, Long Beach Fire, and Long Beach Disaster Preparedness and Emergency Communications Departments. The critical incident and counseling services for public safety are highly specialized and exceed standard services offered by third-party employee assistance programs (EAP).

Critical Incident Services include short-term counseling, employee training, referrals to long-term care options, critical incident support, and response for individuals and/or the department. The selected vendor, TCTI, will be working with the Police, Fire, and Emergency Preparedness departments on an as-needed basis to perform critical incident support and counseling services for both sworn and civilian public safety staff and their eligible, immediate family members.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on March 17, 2022, and 969 potential proposers specializing in sworn critical incident services were notified of the RFP opportunity. Of those proposers, 25 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 42 local, minority-owned, and women-owned business groups. There was one proposal received on April 26, 2022. The proposer was a Women-owned Business Enterprise (WBEs), not a Minority-owned Business Enterprise, certified Small Business Enterprise, or Long Beach business. The selection

committee determined that TCTI of San Bernardino, CA (WBE) was the most qualified firm to provide the services.

TCTI is a highly qualified firm and provides solution-focused value for the City of Long Beach (City) in terms of cost and providing critical incident services and education to public safety personnel. TCTI's comprehensive response demonstrated high-level competencies in the core functions of these services, which is vital to the success of ongoing outreach to this segment of the City's workforce. TCTI has significant experience in providing similar services to other California public agencies, which was an essential factor of consideration by the Committee. TCTI will also work with the Human Resources Department to provide the City with engaging materials to successfully communicate the critical incident support available, including employee education sessions at each department.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 96 Long Beach vendors were notified to submit proposals, of which 7 downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Assistant City Attorney Gary J. Anderson and Purchasing Agent Michelle Wilson on December 28, 2022, and by Budget Management Officer Nader Kaamouh on January 6, 2023.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HR22-038 and award a contract concurrently is requested on January 24, 2023, to begin implementation activities amongst the impacted departments.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$250,000 for a period of three years, with the option to renew for three additional one-year periods. Sworn Critical Incident Services will be funded within current resources appropriated in the Employee Benefits Fund Group in the Citywide Activities Department. Services secured directly by the departments outside the scope of annual contract will be paid from the departments' respective budgets. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

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SUGGESTED ACTION:

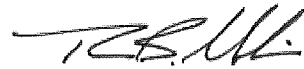
Approve recommendation.

Respectfully submitted,



JOE AMBROSINI
DIRECTOR OF HUMAN RESOURCES

APPROVED:



THOMAS B. MODICA
CITY MANAGER