

FARGO BOARD OF EDUCATION MEMO #38 – 2023-24

September 12, 2023

RE: Award of Bid–Employee Assistance Program

FROM: Dr. Jeff McCanna, Officer of Human Capital
Jackie Gapp, Business Manager
Dr. Rupak Gandhi, Superintendent

BOARD FOCUS: Action Required

The District maintains a comprehensive Employee Assistance Program for all employees. The Employee Assistance Program provides counseling, work-life balance and well-being workshops and seminars, online resources, critical incident response, as well as referral and outreach services for its employees.

A sealed proposal was received on August 31, 2023, for Employee Assistance Program Services from The Village Business Institute. The sole proposal from The Village Business Institute at \$30 per employee per year, with an expected total cost of \$140,670 for the two-year contract period (approximately \$70,000 per year), meets all specifications and is recommended for award.

RECOMMENDATION: Accept the bid of The Village Business Institute in the amount of \$140,670 for a two-year contract to maintain a comprehensive Employee Assistance Program for the District, and issue a contract accordingly.