

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 240917-103

WHEREAS, The Employee Assistance Program, Peer Assistance Program, Critical Incidents Program, As-needed Substance Abuse Professional Services, As-needed Conflict Resolution Training, and related professional services (collectively, Employee Assistance Services) provide employees of the San Francisco Municipal Transportation Agency (SFMTA) with a voluntary, confidential way to seek assistance with a variety of family, health, and substance abuse issues to reduce stress, address work and life problems, and create a more productive and pleasant work environment; and,

WHEREAS, The Employee Assistance Program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but not limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance; and,

WHEREAS, The Peer Assistance Program provides peer assistance services provided by SFMTA employees whose familiarity with the workforce and the workplace enhances the prospect for early intervention; and,

WHEREAS, The Critical Incidents Program provides support and counseling sessions with a licensed psychologist to employees that have experienced assaults, threats, and serious accidents that occur while on duty; and,

WHEREAS, The Substance Abuse Professional Services are as-needed services to support the SFMTA's in-house licensed Substance Abuse Professional Services manager in providing initial evaluation and referral to an education, counseling or treatment program, monitoring the progress and completion of the program and return to duty assessment, and ensuring compliance with the requirements of the Department of Transportation's random drug and alcohol testing policy; and,

WHEREAS, Conflict Resolution Training provides staff training to address negotiation, mediation, diplomacy, creative peace building and resolving workplace conflicts; and,

WHEREAS, The SFMTA's collective bargaining agreements with the following labor unions include requirements relating to Employee Assistance Services: Transport Workers Union (TWU), Local 250A and Local 200; International Brotherhood of Electrical Workers (IBEW), Local 6; Service Employees International Union (SEIU) Local 1021; International Association of Machinists and Aerospace Workers (IAM), Local 1414; Laborers, Local 261; Stationary Engineers, Local 39; Glaziers, Local 718; and Teamsters, Local 853; and,

WHEREAS, In addition to complying with the collective bargaining agreements with the unions listed above, the SFMTA provides Employee Assistance Services to all SFMTA employees including employees not covered by these unions; and,

WHEREAS, The current contract (No. SFMTA-2016-45) was awarded to Claremont Behavioral Services, Inc. (Claremont) on October 21, 2016, by SFMTA Board Resolution No. 13-153; the contract excludes Substance Abuse Professional Services and expires on November 30, 2024; and,

WHEREAS, The SFMTA issued a Request for Proposals No. SFMTA-2024-52-LOC on May 23, 2024, for proposals from qualified firms to provide Employee Assistance Services; and,

WHEREAS, Claremont was the only firm that submitted a proposal responsive to all the requirements included in RFP No. SFMTA-2024-52-LOC; and,

WHEREAS, SFMTA staff negotiated a fair and reasonable price for the Employee Assistance Services; and,

WHEREAS, The SFMTA Contract Compliance Division established a five percent LBE subcontracting participation requirement for this contract and Claremont has committed to meeting 6.75 percent LBE subcontracting participation, meeting the Non-discrimination Equal Employment requirements of the contract, and complies with Article 131 (formerly Chapter 12B, Equal Benefits provision) of the San Francisco Administrative Code; and,

WHEREAS, On August 23, 2024, the SFMTA, under authority delegated by the Planning Department, determined that the Employee Assistance Program Services Agreement is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors approves Contract No. SFMTA-2024-52-LOC with Claremont Behavioral Services, Inc., to provide the Employee Assistance Program, Peer Assistance Program, Critical Incidents Program, As-needed Substance Abuse Professional Services, As-needed Conflict Resolution Training, and related professional services for an amount not to exceed \$3,537,645 and a base term of five years with two options to extend the term by two years each for a total of four additional years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of September 17, 2024.



Secretary to the Board of Directors
San Francisco Municipal Transportation Agency