



## MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 09-23FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health

DATE: 2023 May 11

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### **EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP) SERVICES CONTRACT EXTENSION**

#### ***Recommendation***

*It is recommended that the Finance & Facilities Committee recommend that the Board of Health receive Report No. 09-23FFC: “Employee and Family Assistance Program (EFAP) Services Contract Extension” for information.*

#### **Key Points**

- The contract for Homewood Health was extended by the Middlesex-London Health Unit.
- These services were originally recommended by an internal employee committee who reviewed the RFP process and selected Homewood Health as the Service Provider for the Employee and Family Assistance Program (EFAP).
- The value of the contract \$26,208 per year based on an estimated utilization rate of 20%.

#### **Background**

The Middlesex-London Health Unit (MLHU) has had a contract with Homewood Health for the provision of the Employee and Family Assistance Program (EFAP) since 2016, following a competitive bidding process. Utilization continues to exceed budgeted amounts, indicating employees are satisfied with the services provided.

#### **Contract Award**

The current contract with Homewood Health expired on March 31, 2023 and has been extended with no increase in pricing for one additional year. The services provided by Homewood Health have met the needs of the organization, specifically with the capacity for telephonic, online, and virtual counselling. Homewood Health has also offered an extension to the existing contract at the same negotiated rates from 2016, factoring in increased baseline staffing levels. Based on these factors, especially considering inflationary pressures, MLHU has extended the current contract for an additional year. This is a non-competitive purchase under the [Policy G-230A \(Appendix A\)](#), Section 3.0 where only one source of supply is acceptable and cost effective.

#### **Next Steps**

MLHU staff have signed the contract extension for one-year and will continue EFAP services with Homewood Health until March 31, 2024.

This report was prepared by the Healthy Organization Division.

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Emily Williams BScN, RN, MBA, CHE  
Chief Executive Officer

Handwritten signature of Alexander T. Summers in cursive script.

Alexander Summers, MD, MPH, CCFP, FRCPC  
Medical Officer of Health