

# Dane County Contract Cover Sheet

Revised 01/2023

Res 083  
significant

<b>Dept./Division</b>	Administration, Employee Relations		
<b>Vendor Name</b>	FEI Behavioral Health	<b>MUNIS #</b>	25791
<b>Brief Contract Title/Description</b>	Employee Assistance Program Services		
<b>Contract Term</b>	7/1/23-6/30/2028		
<b>Contract Amount</b>	253,098.30		

<b>Contract #</b> Admin will assign	15131
<b>Type of Contract</b>	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Amy Utzig	<b>Name</b>	Randy Kratz
<b>Phone #</b>	608-266-9253	<b>Phone #</b>	414-359-6631
<b>Email</b>	utzig@countyofdane.com	<b>Email</b>	rkratz@feinet.com
<b>Purchasing Officer</b>	Megan Rogan		

<b>Purchasing Authority</b>	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b> 031PR
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	Org:	Obj:	Proj:
	Year	Org:	Obj:	Proj:

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	<b>Res #</b>
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	<b>Year</b>

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input checked="" type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Utzig, Amy	Digitally signed by Utzig, Amy Date: 2023.06.08 08:55:00 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
<b>DOA:</b>	<b>Date In:</b> 6/8/23	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Thursday, June 8, 2023 4:52 PM  
**To:** Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15131  
**Attachments:** 15131.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 6/9/2023 8:48 AM	Approve: 6/9/2023 8:48 AM
	Rogan, Megan		
	Gault, David	Read: 6/9/2023 11:18 AM	Approve: 6/9/2023 11:18 AM
	Lowndes, Daniel		Approve: 6/9/2023 8:32 AM
	Stavn, Stephanie	Read: 6/9/2023 7:43 AM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15131  
Department: Administration/Employee Relations  
Vendor: FEI Behavioral Health  
Contract Description: Provide Employee Assistance Program Services (Res 083)  
Contract Term: 7/1/23 – 6/30/28  
Contract Amount: \$253,098.30

### *Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

## Goldade, Michelle

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**From:** Rogan, Megan  
**Sent:** Monday, June 12, 2023 8:01 AM  
**To:** Goldade, Michelle  
**Subject:** Approve: Contract #15131

1  
2  
3  
4 2023 RES-083  
5

6 AWARD OF CONTRACT TO PROVIDE EMPLOYEE ASSISTANCE SERVICES  
7

8 The Department of Administration solicited requests for proposals to provide  
9 employee assistance services for Dane County employees. The contract term begins on  
10 July 1, 2023. The Department of Administration recommends that the contract be  
11 awarded to FEI Behavioral Health for five years.  
12

13 **NOW, THEREFORE, BE IT RESOLVED** that FEI Behavioral Health be awarded  
14 the employee assistance program contract from July 1, 2023 through June 30, 2028.  
15

16 **BE IT FINALLY RESOLVED** that the Dane County Executive and Dane County  
17 Clerk are authorized to sign the contract documents.  
18  
19  
20

# DANE COUNTY CONTRACT # 15131

Revised 06/2021



**Department:** Employee Relations  
**Provider:** FEI Behavioral Health  
**Expiration Date:** June 30, 2028  
**Maximum Cost:** \$253,098.30.

**Registered Agent (if applicable):**

**Registered Agent Address:**

**THIS AGREEMENT**, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and FEI Behavioral Health (hereafter, "PROVIDER"),

## W I T N E S E T H:

**WHEREAS** COUNTY, whose address is 210 Martin Luther King Jr. Blvd, Rm 425, Madison, WI 53703, desires to purchase services from PROVIDER for the purpose of providing an employee assistance program to the COUNTY; and

**WHEREAS** PROVIDER, whose address is 648 North Plankinton Ave., Suite 425, Milwaukee, WI 53203, is able and willing to provide such services.

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

### I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the Maximum Cost as stated above for all services. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

### II. SERVICES:

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP, or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.
- B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees, and officers of COUNTY.
- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be

deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

- D. No portion of funds under this Agreement may be used to support or advance religious activities.
- E. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all state and federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement.
- F. PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accept sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.

**III. ASSIGNMENT/TRANSFER:**

PROVIDER shall not assign, subcontract, or transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, including the hiring of independent contract service providers unless otherwise provided herein. Claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

**IV. TERMINATION:**

- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
  - 1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
  - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
  - 3. failure of PROVIDER to comply with reporting requirements contained herein.
  - 4. inability of PROVIDER to perform the work provided for herein.

- C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

**V. PAYMENT:**

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

**VI. REPORTS:**

PROVIDER agrees to make such reports as are required in the attached schedule, which is fully incorporated herein by reference. With respect to such reports, it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said schedules shall result in the penalties set forth herein.

**VII. DELIVERY OF NOTICE:**

Notices, bills, invoices, and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

**VIII. INSURANCE & INDEMNIFICATION:**

- A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. Any failure on the part of the PROVIDER to comply with reporting or other provisions of its insurance policies shall not affect this PROVIDER's obligations under this paragraph. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's

insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

1. Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations.

2. Professional Liability Insurance.

If PROVIDER renders professional services (such as medical, architectural, or engineering services) under this Agreement, then PROVIDER shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to PROVIDER's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by COUNTY.

3. Commercial/Business Automobile Liability Insurance.

If applicable to the services covered by this Agreement, PROVIDER shall provide and maintain commercial general liability and automobile liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as Insurance Services Office ("ISO") Commercial General Liability Coverage (Occurrence Form CG 0001) and ISO Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

4. Environmental Impairment (Pollution) Liability

If PROVIDER will be transporting waste or will be disposing of waste or products under this Agreement, then PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

5. Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

6. Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Required provisions.

1. Insurer's Requirement

All of the insurance shall be provided on policy forms and through companies satisfactory to COUNTY, and shall have a minimum AM Best's rating of A- VIII



2. Additional Insured.

COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of PROVIDER; products and completed operations of PROVIDER; premises occupied or used by PROVIDER; and vehicles owned, leased, hired or borrowed by PROVIDER. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of COUNTY.

3. Provider's Insurance Shall be Primary.

For any claims related to this Agreement, PROVIDER's insurance shall be primary insurance with respect to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by COUNTY, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance. PROVIDER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4. Cancellation Notice

Each insurance policy required by this Agreement shall state, or be endorsed so as to the state, that coverage shall not be canceled by the insurance carrier or the PROVIDER, except after sixty (60) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to COUNTY.

5. Evidence of Insurance.

Prior to execution of the Agreement, PROVIDER shall file with COUNTY a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

6. Sub-Contractors.

In the event that PROVIDER employs sub-contractors as part of this Agreement, it shall be the PROVIDER's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

**IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:**

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

**X. NON-DISCRIMINATION:**

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve

component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

**XI. CIVIL RIGHTS COMPLIANCE:**

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients, and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

**XII. COMPLIANCE WITH FAIR LABOR STANDARDS:**

- A. Reporting of Adverse Findings

During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

B. Appeal Process

PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).

C. Notice Requirement

PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

**XIII. CONTROLLING LAW AND VENUE:**

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling Venue for any legal proceedings shall be in the Dane County Circuit Court.

**XIV. FINANCIAL INTEREST PROHIBITED:**

Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.

**XV. LIMITATION OF AGREEMENT:**

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge, or repeal existing duties, rights, benefits, or privileges of any third party or parties, including but not limited to employees of either of the parties.

**XVI. ENTIRE AGREEMENT:**

The entire agreement of the parties is contained herein, and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

**XVII. COUNTERPARTS:**

The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

**XVIII. CONSTRUCTION:**

This Agreement shall not be construed against the drafter.

**XIX. COPIES VALID:**

This Agreement, and any amendment or addendum relating to it, may be executed, and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and

whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

**XX. REGISTERED AGENT:**

PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

**XXI. DEBARMENT:**

By signing this Contract, PROVIDER attests that it is not debarred from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.

**XXII. EXECUTION:**

- A. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.
- B. This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so.

**IN WITNESS WHEREOF**, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

**FOR PROVIDER:**

  
Keith Wasley (Jun 7, 2023 09:33 EDT)

Jun 7, 2023

\_\_\_\_\_  
\*Keith Wasley  
\*President and CEO

\_\_\_\_\_  
Date

\* \* \*

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi  
Dane County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott McDonell  
Dane County Clerk

\_\_\_\_\_  
Date

## **SCHEDULE A**

### **Scope of Services**

PROVIDER shall provide to the COUNTY an Employee Assistance Program (EAP) to assist employees and their dependents with personal and/or work-related problems that may impact job performance, health, mental, and emotional well-being. PROVIDER shall offer free and confidential assessments, short-term counseling, referrals, and follow-up services including Critical Incident Stress Management (CISM), Critical Incident Stress Debriefing (CISD) and onsite training, outreach and orientation to employees and their dependents. Scope of service to include the following:

#### **1. Employee Assistance Program (EAP):**

- A. EAP Assessment and Consultation** – PROVIDER shall provide 24 hour, toll-free telephone access to live consultants (interpreter and TTY service shall be available at no additional fee) to employees and their dependents for, but not limited to, alcohol abuse, anger management, death/suicide, divorce, domestic violence, drug abuse, emotional depression/anxiety, employee/supervisor conflict, family/parenting, financial, health, housing, job performance, job stress, legal, personal stress, physical/sexual assault, and relationship (marital/couple/personal) issues.
  
- B. Short-Term Solution Focused Counseling** – PROVIDER shall provide in-person sessions at local offices of local counselors within 20 miles of the City County Building, 210 Martin Luther King Jr. Blvd, Madison, WI 53703. At the option of a covered employee, services may be provided at an alternate location closer to the home of the covered employee. Telephone counseling on an appointment basis shall also be available through local counselors.
  - a. PROVIDER shall provide up to four (4) sessions per eligible individual per year, per incident, to include treatment of trauma, when required.
  - b. Per incident EAP benefit is defined as up to four (4) authorized short-term solution focused EAP counseling sessions per episode, per benefit year, provided by a professional EAP generalist to assist employees and their dependents to address life problems. Each episode represents a distinct and unique presenting problem as determined by a behavioral healthcare provider. If the presenting problem or precipitating incident is exceptionally serious, the counselor may refer the employee or his/her dependents to their health insurer's mental health benefit for a specialist in a specific field or expertise.
  
- C. Referral Service** – when necessary, PROVIDER shall make referrals for continued long-term counseling and/or treatment, to the appropriate medical professionals within the healthcare network of the employee and their dependents. The COUNTY currently contracts with Dean Care for health care insurance. Most COUNTY employees use this network of providers, however, there are exceptions. Prior to making these referrals, the awarded PROVIDER shall consult and make all efforts to thoroughly inform employees of their pre-authorization required and shall assist employees with coordination of the same.

**D. Confidentiality and Health Insurance Privacy Accountability Act (HIPAA) Compliance** – PROVIDER shall provide for the confidentiality of all information in connection with the use of its services in accordance with federal and state laws, COUNTY policy and professional standards.

**2. Critical Incident Stress Management (CISM Program)-Sheriff's Office Only**

PROVIDER shall provide immediate and short-term psychosocial care aimed at assisting employees involved in a crisis situation to restore equilibrium to their biopsychosocial functioning and to minimize the potential for long-term psychological trauma. CISM crisis counseling to be provided to employees exposed to traumatic events such as, but not limited to, officer-involved shootings, co-worker injury or death, fatality incidents, and crimes against or injury to children and/or developmentally disabled individuals.

CISM counseling shall take place within designated location as specified by COUNTY, within the County. The crisis counseling shall be one-on-one counseling as follows:

- a. In person response to the scene of an incident, if requested, within 2 hours of occurrence
- b. A cellular phone number or 1-800 number, which shall facilitate a callback within 20 minutes of a request for service.
- c. Additional CISM resources as necessary to meet the needs of the County Department.
- d. 6 and 12 month, 2-year, 3-year 4-year, and 5-year anniversary follow up CISM counseling sessions with employees after being exposed to traumatic events. Follow-up CISM counseling sessions to be conducted in-person and shall not be limited to anniversaries dates.
- e. Annual follow-up CISM counseling sessions for events that transpired prior to the awarded contract, on the anniversaries listed above, for a period of 5 years.

PROVIDER shall provide eighteen (18) on-site response hours annually for the term of the contract. Additional onsite response hours shall be provided on a free-for-service basis.

**3. Critical Incident Stress Debriefing (CISD) Program**

The PROVIDER shall provide supportive crisis intervention debriefing counseling to small groups of people who have encountered a traumatic event to prevent and mitigate symptoms of traumatic stress and to promote the recovery and return to normal functioning following work-related exposure to a potentially traumatic event such as, but not limited to, officer-involved shootings, co-worker injury or death, fatality incidents, and crimes against or injury to children and/or developmentally disabled individuals. CISD may involve law enforcement officers from other agencies, as well as fire and emergency medical service providers, dispatchers and non-sworn personnel involved in the traumatic event.

- a. CISD debriefings shall be conducted in locations determined by the COUNTY, on dates and times most conducive to the employees and support staff involved.

- b. Depending on circumstances, more than one CISD debriefing may take place, for the same incident.
- c. CISD debriefings shall take place, but shall not be limited to, within 24-72 hours of the incident occurrence.
- d. Up to a total of four (4) CISD debriefings shall be provided to be shared between the COUNTY Departments on a first come first served basis beginning July 1 of each contract year. Additional debriefing sessions shall be provided on a free-for-service basis.

Up to two (2) CISD debriefings not utilized in any given contract year shall be carried over and be available for future use. The maximum number of inclusive debriefings shall not total more than 6 per year.

#### **4. Development, Promotion and Education of Programs**

The PROVIDER shall assist in the introduction and promotion of EAP, CISM and CISD through the development of policies, procedures, and distribution of information about the Programs.

No Later than 30 days after the executed contract, the PROVIDER shall provide an electronic copy of the following materials to the designated COUNTY point of contact to assist in the start-up announcement describing the Employee Assistance Program (EAP) and Critical Incident Stress Management Program Services.

- 1. Sample Employee Announcement Letter
- 2. All Services Flyer
- 3. EAP Services Flyer
- 4. Legal Services Flyer
- 5. Financial Services Flyer
- 6. PROVIDER Website Flyer

Upon request, the PROVIDER shall conduct a 30-minutes web-based EAP Program Orientation for employees.

Upon request, the PROVIDER shall conduct a 60-minutes web-based EAP Program Orientation for Supervisory Staff addressing how to best use the EAP as a management tool.

Monthly Program Promotional Emails- brief topical emails sent to designated Dane County Department Managers (or designated program contacts).

Monthly webinars- webinars for employees will be provided on a variety of EAP and life topics.

#### **5. Legal and Financial Services**

PROVIDER shall provide:

- A. Legal Consultation –a minimum of one telephone and/or 30 minute in-person consultation with an attorney per legal matter.



- B. Financial consultation – a minimum of one telephone consultation per covered employee per financial matter.
- C. Identity Theft – online information and education materials and/or consultation with identity theft expert.

**6. Organizational Services**

PROVIDER shall provide:

- A. Account Management - Assign an Account Management Team to work with the COUNTY.
- B. Management Consultation – telephonic consultation shall be provided for employees and workplace issues as required.
- C. Case management for job performance referrals.
- D. Education, Training and Mediation.

The provider shall assist in the introduction and promotion of the EAP Program through assisting in the development of policies, procedures, and the distribution of information about the program services.

**7. Additional Training and Services – As Requested**

Outreach – PROVIDER shall offer on-site informal open sessions to build understanding and trust of the EAP. Activities offered at each onsite orientation/outreach session will include informal employee drop-in discussions facilitated by the COUNTY and the Account Manager of the EAP, the provision of the EAP informational materials (e.g., brochures, topical flyers, etc.) shall be available at each session. Onsite orientation/outreach meetings will take place at mutually agreed upon dates and times and at the following locations:

**West Precinct - 755 West Old Sauk Rd.- Verona, WI 53593 - 2 Times Annually - 4 hours total**

**Southeast Precinct - 125 Veterans Rd. - Stoughton, WI 53589 - 2 Times Annually - 4 hours total**

**Northeast Precinct - 4084 Mueller Rd.- Deforest, WI 53532 - 2 Times Annually - 4 hours total**

**Dane County Courthouse - 215 S. Hamilton St. - Madison, WI 53703 - 1 Time Annually - 3 hours total**

**Public Safety Building - 115 West Doty Street - Madison, WI 53703 - 2 Times Annually - 4 hours total**

**City County Building Public Safety Communications- 210 Martin Luther King Jr. Blvd., Madison, WI 53703 - 2 Times Annually - 4 hours total**

**\*\*Additional Locations and Departments as Requested utilizing the Schedule B Onsite Outreach rate.**

### **Educational Webinars**

Provider shall offer County employee's educational webinars through the monthly offerings provided by AllOne Health.

### **Onsite Training Sessions**

County and Provider shall develop date, topic, location, and time of training thirty days prior to scheduled onsite training, as required. Provider shall develop training promotional materials and brochures electronically for onsite training no later than 2 weeks prior to each training session.

### **In-Service Training- Sheriff's Office Only**

Provider shall offer onsite In-Service training when requested. In-Service training shall be 5 days, 3 hours per day, annually. Date, topic, and time of In-Service training shall be determined by County and Provider 4 weeks prior to the first day of training to allow Provider time to prepare information and materials.

## SCHEDULE B

### Pricing Structure and Payment

**Invoices/Payment:**

PROVIDER shall issue an invoice upon completion of services and/or delivery of such deliverables. Invoices must reference the Dane County purchase order number issued for the services/deliverables described herein. Email delivery of invoices is encouraged and preferred – see the Bill To section of the purchase order. Payment shall be made within 30 days of COUNTY’s receipt of accepted invoice unless otherwise noted in Schedule B.

Over the 5-year term of the contract, the total amount paid to the PROVIDER for EAP service shall not exceed \$253,098.30.

PROVIDER shall invoice the COUNTY at the beginning of each 1-year term, the last week of June each year for EAP service. Employee census has been estimated for the term of the 5-year contract to be 2,555 Full-Time staff, which includes 550 Dane County Sheriff’s Office employees and 97 Dane County Public Safety Communications employees.

Total employee census shall be provided to the PROVIDER by COUNTY the last week of May each year for the terms 2-5 of the contract to be used for billing purposes and annual contract cost. Annual contract cost for EAP service has been estimated as referenced in the table below:

**Contract Cost for EAP Service:**

<b>Term</b>	<b>Date</b>	<b>Price per Employee Annually</b>	<b>Estimated Total Number of Employees</b>	<b>Annual Cost</b>
Year 1	7/1/2023-6/30/2024	\$19.12	2555	\$48,851.60
Year 2	7/1/2024-6/30/2025	\$19.69	2555	\$50,307.95
Year 3	7/1/2025-6/30/2026	\$19.69	2555	\$50,307.95
Year 4	7/1/2026-6/30/2027	\$20.28	2555	\$51,815.40
Year 5	7/1/2027-6/30/2028	\$20.28	2555	\$51,815.40
<b>5 Year Total</b>				<b>\$253,098.30</b>

Additional services may be provided by the PROVIDER at the discretion of the COUNTY, at the following rates as referenced in the table below:

**Contract Fee for Additional Service**

<b>Description</b>	<b>Fee</b>
Administrative/Planning Services	\$250 per hour
EAP Consults (Initial)	\$250 per hour
EAP Consults (Follow-up)	\$175 per hour
Critical Incident Stress Management (CISM)	\$350 per hour
Critical Incident Stress Debriefing (CISD)	\$350 per hour
Onsite Outreach	\$225 per hour
Educational Webinars	\$225 per hour
Onsite Training Sessions	\$250 per hour
In-Service Training	\$250 per hour

**Percent Increase for Additional Services for Year's Two through Five**

<b>Year &amp; Term</b>	<b>Percent Increase</b>
Year 2 (July 1, 2024 - June 30, 2025)	3%
Year 3 (July 1, 2025 - June 30, 2026)	0%
Year 4 (July 1, 2026 - June 30, 2027)	3%
Year 5 (July 1, 2027 - June 30, 2028)	0%






# FEI Behavioral Health (2023) Contract

Final Audit Report

2023-06-07

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By:	DJ Potterton (dpotterton@feinet.com)
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## "FEI Behavioral Health (2023) Contract" History

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