

**OFFICE OF THE CITY MANAGER  
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION  
FEBRUARY 20, 2024 AGENDA**

<b>Subject:</b>	<b>Action Required:</b>	<b>Approved By:</b>
<p>Authorization to amend Resolution No. 15,925 (March 7, 2023), to enter into a contract extension with SWEAP Connections, to provide an Employee Assistance Program for City Employees and their dependents.</p> <p><b>Submitted By:</b></p> <p>Human Resources Department</p>	<p>Ordinance √ <b>Resolution</b></p>	<p>Emily Cox Acting City Manager</p>
<b>SYNOPSIS</b>	<p>A resolution to amend Resolution No. 15,925 (March 7, 2023), to authorize the City Manager to enter into a contract extension with SWEAP Connections, to provide an Employee Assistance Program for City Employees and their dependents, for the period of January 1, 2024, through January 1, 2025.</p>	
<b>FISCAL IMPACT</b>	<p>The total amount is not to exceed \$100,000.00, and funding for this service is included in the 2024 Budget line item for the Employee Assistance Program, Account No. 101002-66200.</p>	
<b>RECOMMENDATION</b>	<p>Approval of the resolution.</p>	
<b>BACKGROUND</b>	<p>Request for Qualifications No. 1745 was issued for an Employee Assistance Program for City Employees and their dependents, and SWEAP Connections was deemed to be the most qualified bidder. On March 7, 2023, the Board of Directors approved Little Rock, Ark., Resolution No. 15,925, authorizing a one (1)-year contract, which stated that upon mutual agreement, the initial contract could be extended for up to six (6) additional one (1)-year terms.</p>	

**BACKGROUND  
CONTINUED**

In addition, by mutual agreement, the renewal date for the contract was amended from February 28<sup>th</sup> to January 1<sup>st</sup>. This extension represents year two (2) of a potential seven (7)-year term.