

**MISSISSIPPI LIBRARY COMMISSION
CONTRACT FOR PROFESSIONAL SERVICES**

1. Purpose

This agreement creates a binding contract for services between **Deer Oaks EAP Services** hereinafter referred to as “**the Contractor**” and the **Mississippi Library Commission**, hereinafter referred to as “**the Library Commission.**”

With this agreement, the Library Commission engages the Contractor to provide Employee Assistance Program services for the Library Commission staff.

2. Scope of Services

The Contractor will perform and complete in a timely and satisfactory manner the following services:

Provide Employee Assistance Services (EAP) as outlined in Attachment B, “Scope of Work.”

3. Contacts

The following staff has been empowered by the Library Commission to act as duly authorized representatives for this Agreement:

Primary: Jennifer Lena
jlina@mlc.lib.ms.us
601-432-4042

Secondary: Robin Hedrick
rhedrick@mlc.lib.ms.us
601-432-4071

4. Relationship of Parties

It is understood by both parties that the Contractor is independent from the Library Commission and is not an employee of the Library Commission. The Library Commission, therefore, will not maintain any of the duties of an “employer” with respect to the Contractor.

Is the Contractor a retired Mississippi state government employee? (Circle one option)
Yes No Not Applicable (corporation or similar entity)

5. Contract Effective Dates

This Contract will become effective for the period of December 1, 2024, and ending on November 30, 2025, upon the approval and signature of the parties hereto.

6. Terms of Payment

- A. In consideration for the satisfactory performance and final acceptance of services by the Library Commission, the Library Commission will compensate the Contractor at the monthly rate of **\$458.34** for a total contract amount of **\$5,500.08**.
- B. A complete and correct invoice shall be submitted to the Library Commission after services are provided. Complete and correct invoices are payable within forty-five (45) days of receipt by the Library Commission. Any and all payments are subject to all regulations and laws applicable to payments made by the State of Mississippi.

7. Modification / Amendments to Agreement

This agreement may be modified or amended at any time during the agreement period. Said modification(s) or amendment(s) must be agreed upon and signed by both parties.

8. Entire Agreement

- A. If there is any conflict(s) between this Agreement and any other Agreement or Contract (verbal or written), the terms of this Agreement and the Attachments will prevail.
- B. This Agreement and Attachments shall be governed by the laws of the State of Mississippi in the County of Hinds.
- C. This Agreement is hereby made subject to the terms and conditions included in Attachment A, "Contract Clauses," and Attachment B, "Scope of Work", which are incorporated herein by reference and is made a part of this Agreement between Contractor and the Mississippi Library Commission.

Acceptance of Agreement


Both parties hereby acknowledge and accept the terms and conditions of this Agreement as evidenced by the signatures of these authorized persons set forth:

MISSISSIPPI LIBRARY COMMISSION

CONTRACTOR



Jennifer Lena



**Bryan Levy, Regional Vice President
Deer Oak EAP Services**

11/21/24

Date

November 21, 2024

Date

**ATTACHMENT A
MISSISSIPPI LIBRARY COMMISSION
CONTRACT CLAUSES**

APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

APPROVAL

It is understood that if this contract requires approval by the Public Procurement Review Board (“PPRB”) and/or the Department of Finance and Administration Office of Personal Service Contract Review (“OPSCR”), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of the Library Commission to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, the Library Commission shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the Library Commission of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY

Contractor understands that the Library Commission is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

COMPLIANCE WITH LAWS

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

E-PAYMENT

Contractor agrees to accept all payments in United States currency via the State of Mississippi’s electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi “Timely Payments for Purchases by Public Bodies” laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, et seq.

E-VERIFICATION

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of the Library Commission subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations; (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

NO LIMITATION OF LIABILITY

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

PAYMODE

Payments by the Library Commission using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. The Library Commission may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

PROCUREMENT REGULATIONS

This contract shall be governed by the applicable provisions of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any offeror responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.

PROPERTY RIGHTS

Property rights do not inure to Contractor until such time as services have been provided under a legally executed contract. Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the Library Commission may terminate this contract at any time for its own convenience.

REPRESENTATION REGARDING GRATUITIES

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of Library Commission a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of Library Commission has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by Contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

REQUIRED PUBLIC RECORDS AND TRANSPARENCY

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The Contractor acknowledges and agrees that the Library Commission and this contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.

STOP WORK ORDER

The Library Commission may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the Library Commission. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the Library Commission. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the Library Commission has terminated that part of the agreement or terminated the agreement in its entirety. The Library Commission is not liable for payment for services which were not rendered due to the stop work order.

TERMINATION

Termination for Convenience. The Library Commission may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The Library Commission shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If the Library Commission gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, the Library Commission may terminate the contract for default and the Contractor will be liable for the additional cost to the Library Commission to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

By executing the contract, the Contractor represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the Contractor cannot make such a representation, a full and complete explanation shall be submitted in writing to the Library Commission prior to contract execution.

INDEPENDENT CONTRACTOR STATUS

Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the Library Commission. Nothing contained herein shall be deemed or construed by the Library Commission, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the Library Commission and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the Library Commission or Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of the Library Commission and Contractor.

Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the Library Commission. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Library Commission, and the Library Commission shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees.

The Library Commission shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Library Commission shall not provide to Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Library Commission for its employees.

INFORMATION DESIGNATED BY AGENCY AS CONFIDENTIAL

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor, or its subcontractor(s) shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor(s) without the express written approval of the Library Commission may result in the immediate termination of this agreement.

NOTICES

All notices required or permitted to be given under this agreement shall be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt

requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For Contractor: Legal Department
 AllOne Health
 100 North Pennsylvania Avenue
 Wilkes-Barre, PA 18701

For the agency: Jennifer Lena, Deputy Executive Director
 Mississippi Library Commission
 3881 Eastwood Drive
 Jackson, Mississippi 39211

**ATTACHMENT B
SCOPE OF WORK**

Deer Oaks EAP Services,
an AllOne Health Company's
employee assistance program
is your whole health solution.



By supporting whole health, everyone benefits.
Stronger individuals. Stronger teams. Stronger organizations.

A photograph showing three people in a professional setting. On the left, a man in a light blue shirt is looking towards the center. In the center, a woman with long dark hair is looking up at an older woman on the right. The older woman is wearing glasses and a light-colored top, and she is reaching out with her right hand towards the younger woman. The background is a blurred office environment. The entire photograph is overlaid with a blue and green gradient that transitions from dark blue on the left to light green on the right.

Prepared for:
Mississippi Library Commission

Prepared by:
Greg Brannan
Director of Business Development
(301) 213-6149
gbrannan@deeroaks.com
www.AllOneHealth.com

ALLONE
HEALTH

It's Time for a Whole New Approach to EAP

Experience All the Benefits of Digital-first Access to Care

- **24/7 Phone, Online & Live Chat Requests** with anytime, anywhere access on our member portal
- **In-the-Moment Counseling Support** by Master's level clinicians
- **Virtual Counseling Sessions** by phone or video with our secure platform
- **Self-Guided Digital Therapy (iCBT)** on our member portal
- **Privacy & Security Guaranteed** with certified compliance, confidentiality and data security

Combined with Traditional Counseling and Whole Health

- **In-person Mental Health Sessions** with local EAP clinicians from our network
- **Personalized Provider Matching** by our care connecting team
- **Diverse & Expansive Provider Network** of Master's level clinicians
- **Whole Person Care** with financial, legal, caregiving, personal assistant, and medical advocacy referrals
- **Life Coaching Sessions** with certified coaches to achieve personal goals

Driven by Comprehensive Leadership Support

- **Unlimited Management Referrals & HR Consultation** equip leaders to enhance performance and reduce absenteeism and turnover
- **Critical Incident Response & Resilience** for preparedness in supporting employees navigating workplace tragedies, and natural disasters
- **Training Programs & Monthly Webinars** provide important information about reaching whole health and well-being goals
- **Dedicated & Accessible Account Management Team** is a day-to-day HR partner for consultations, issue analysis and crisis management
- **Year-Round Engagement** to drive awareness and high utilization of your assistance program



Pricing

Our EAP Includes Expansive Solutions for Whole Health

More than just mental health, our whole health EAP includes financial wellness, family care, and support for leadership and organizational health.

All services are included in the EAP, confidential, and available to employees and family members.

EAP Services Include:

- ✓ Support for the Whole Person
- ✓ Mental Health Counseling Sessions
- ✓ Life Coaching Sessions
- ✓ Financial Coaching
- ✓ Legal Referrals
- ✓ Caregiving & Work-Life Referrals
- ✓ Personal Assistant Referrals
- ✓ Medical Advocacy Referrals

And for the Whole Organization:

- ✓ Expert HR Consultation
- ✓ Management Referrals
- ✓ Critical Incident Response & Resilience
- ✓ Training Programs & Monthly Webinars
- ✓ Leadership Resources & Tools
- ✓ Mental Health Awareness & Promotion
- ✓ Dedicated Account Management Team
- ✓ Program Utilization Reporting

Mental Health Sessions Per Issue Per Year	Annual Flat Fee
6	\$5500.08
<i>(up to 75 employees included in this plan)</i>	

\$458.34 paid monthly

Mental Health and Life Coaching sessions are designed to address individual issues or incidents, with the number of sessions allocated above.

Deer Oaks EAP Services, an AllOne Health Company provides a variety of services over and above package inclusions, available on a fee-for-service basis.

Fee-for-Service	Hourly Rate
Onsite EAP Orientation & Program Promotion	\$300
Schedule an Onsite or Virtual Training Seminar Choose a seminar from our extensive training catalog covering over 120 diverse topics to meet organizational needs.	\$350
Critical Incident Support Our on-site interventions are designed to provide solution-focused, compassionate support to your employees if they are involved in, witness to, or otherwise affected by a stressful or traumatic event in the workplace.	\$350
DOT Qualified Substance Abuse Professional Services	\$950

*Additional Travel Rates for onsite events may apply
**Cancellation fees apply for scheduled events

Connecting People to the Right Care When They Need It Most

We ensure everyone has fast and easy access to high-quality mental health support. Our commitment to flexibility includes access to **in-person, virtual, or immediate telephonic support** for those in need.

- ✓ **24/7 Access**
- ✓ **Multilingual Support**
- ✓ **Master's Level Clinicians**
- ✓ **Secure, HIPAA-compliant & Confidential**

Request support anytime & receive care your way.

24/7 Requests by Phone or Online Member Portal with Live Chat



In-the-Moment Counseling Support



Video Counseling



Telephonic Sessions



In-Person Sessions



Text & Chat Options

Our Highly-Credentialed, Diverse, National Provider Network

- Diverse and expansive nationwide network of Master's level clinicians
- Fully-vetted and certified through our extensive provider credentialing process
- Covering all specialties and expertise, with personalized provider matching from our care connecting team to ensure providers align with member needs and preferences
- Prioritizes access to care, including providers accessible 24/7 for In-the-Moment Counseling Support, as well as clinicians offering virtual counseling and in-person options
- Constantly growing, and expanding, through our active provider recruitment team

Support Services Included in Our EAP

Member Support

Mental Health Sessions

Manage stress, anxiety, and depression, resolve conflict, improve relationships, and address any personal issues. Choose from in-person sessions, video counseling, or telephonic counseling.

24/7 In-the-Moment Counseling Support

Get instant telephonic access to Master's level clinicians to support members experiencing emotional distress or acute mental health concerns requiring immediate attention.

Life Coaching

Reach personal and professional goals, manage life transitions, overcome obstacles, strengthen relationships, and achieve greater balance.

Financial Consultation

Build financial wellness related to budgeting, buying a home, paying off debt, resolving general tax questions, preventing identity theft, and saving for retirement or tuition.

Legal Referrals

Receive referrals for personal legal matters including estate planning, wills, real estate, bankruptcy, divorce, custody, and more.

Work-Life Resources and Referrals

Obtain information and referrals when seeking childcare, adoption, special needs support, eldercare, housing, transportation, education, and pet care.

Personal Assistant

Save time with referrals for travel and entertainment, seeking professional services, cleaning services, home food delivery, and managing everyday tasks.

Medical Advocacy

Get help navigating insurance, obtaining doctor referrals, securing medical equipment, and planning for transitional care and discharge.

Member Portal

Access EAP benefits 24/7/365 through our member portal with online requests and chat options. Explore thousands of self-help tools and resources including articles, assessments, podcasts, and resource locators.

Organizational Support

Dedicated Account Manager

Your account manager will meet with you for program planning, implementation, utilization review, and strategic planning. This active partnership ensures alignment toward achieving mutual goals and maximum program effectiveness.

HR Consultation & Supervisory Referrals

Utilize our supervisory referral process as a tool to address specific issues and consult with our team of experts on a variety of workforce concerns and performance challenges such as substance abuse, workplace violence, crisis response, and leadership needs.

Critical Incident Response

Our comprehensive service provides immediate and customized support to organizations during times of crisis. Grounded in evidence-based practices, it ensures effective crisis management and employee well-being.

Orientation and Training

We offer virtual orientation sessions for all employees, as well as supervisor training on the EAP and how to refer employees to the program for personalized support.

Program Promotion

Managers can access digital flyers and orientation videos through the promotional toolkit to enhance employee engagement and facilitate referrals for personal issues.

Utilization Reporting

We offer detailed reports on the success of your program, presented in aggregate form for confidentiality. Your account manager will regularly provide a qualitative analysis of service delivery, activity, and customer satisfaction to ensure your EAP meets its goals.



Our Member Portal Provides Instant Access to Whole Health Resources

We offer a wide range of benefits to help improve mental health, reduce stress and make life easier—all easily accessible through our member portal.

Request a Mental Health Session

Request counseling by submitting an online form or live chat. Choose from in-person or virtual counseling options to meet your needs.

Request Referrals & Resources

Submit a request for family care and lifestyle support including childcare and eldercare referrals, legal referrals and financial consultation, personal assistant referrals and medical advocacy consultation.

Access Thousands of Self-Care Articles & Resources

Health and lifestyle assessments, interactive checklists, soft skills courses, podcasts, resource locators, exclusive discounts, and expansive articles on whole health and well-being.

Explore Self-Led iCBT (Internet-based Cognitive Behavioral Therapy)

Our iCBT leverages the power of technology and learning modules to teach the fundamental techniques of traditional Cognitive Behavioral Therapy (CBT) in a self-paced and convenient manner. Walk-through a variety of learning modules addressing common emotional concerns including Depression, Anxiety, Stress & Resiliency, Communication, Grief and more.

Visit the Online Financial Center

Featuring worksheets, calculators, and a wide range of financial resources and tools to help reach personal goals and build financial wellness.

Member Portal Introduction



WATCH OUR MEMBER PORTAL VIDEO



It's All About Engagement

Your account manager drives successful program kick-off and implementation, and provides strategic partnership year-round to achieve high engagement and utilization. We build community with creative and engaging content, resources and promotional tools year-round.

Program Promotion Made Easy with the Promotional Toolkit

The promotional toolkit features **everything needed for a successful kick-off and high utilization**: informational benefits flyers, orientation videos, topical service flyers, resource links and more.



[VISIT THE PROMOTIONAL TOOLKIT](#)

[VIST INSIGHTS](#)

[DOWNLOAD THE CONTENT CALENDAR](#)

Insights Newsletter Promotes Monthly Collection of Resources

We promote mental health awareness and well-being year-round with our Insights Hub monthly newsletter, built for member, student, leadership audiences.

Webinars and Trainings by Our Team of Expert In-House Clinicians

Two unique, live webinars are conducted monthly and provide information on important topics. **Our expansive library has 120+ trainings** to choose from covering diverse topics to meet organizational needs. Our network of expert facilitators and trainers provide interactive, informative and engaging sessions.



[DOWNLOAD THE TRAINING CATALOG](#)

[VIEW UPCOMING WEBINARS](#)

We Drive Positive Change for Organizations, Powered by People Who Care

About AllOne Health

AllOne Health is the premier provider of whole health solutions for organizations worldwide. With over 50 years of experience, AllOne Health provides reimagined employee assistance programs (EAP), wellness, concierge, crisis management and organizational consulting, covering 11M+ lives and growing.

Known for global resources and local experience, AllOne Health offers expansive mental health, physical health, financial wellness, family care, lifestyle support, and organizational health services designed to help people and organizations unleash their full potential. AllOne Health drives positive change for organizations, powered by people who care.

Exceptional Client Satisfaction

96%
of clients say
"My Account
Manager is
easy to reach
and responds in a
timely manner"

97%
of clients
rate our EAP as
**excellent/
good**

97%
of clients would
**recommend our
EAP services to
others**

The AllOne Health Difference

Mental health is one of the most important issues of our time, and everything is connected. **Our assistance program supports the whole person and the whole organization** with a wide range of expansive offerings.

We offer all the benefits of digital first access to care, supported by the high-level partnership and human connection at the heart of our service.

Local Presence, National Reach

With our extensive network of regional offices across the country, we are uniquely positioned to deliver hands-on assistance, understanding, and guidance to organizations nationwide, fostering a culture of well-being and resilience in the workplace.

Privacy Is Paramount at AllOne Health

Rest assured, your information is safeguarded with the highest level of security and integrity. Our commitment to data protection is reinforced by certifications including:



Greg Brannan
Director of Business Development

(301) 213-6149
gbrannan@deeroaks.com

Mississippi Library Commission- Contract Request - FY25 (July 1, 2024 - June 30, 2025)

All initial contract requests and renewals or amendments to contracts must have this form completed.

Date of Request:

Description of Contract:

Employee Assistance Program counseling services for staff to replace MEA Cares contract that ends 10/31/2024.

RECEIVED

NOV 22 2024

PURCHASING SERVICES

Initial Request/Renewing/Amending:

- Awarding Renewing Amending

Contractor Name:

Contractor Address:

Total Contract Award:

Period of Services

Start: to End:

Purpose (attach a detailed scope of work if initial request; if renewal or amending include justification and any cost increases or changes to original scope of work):

EAP services per Scope of work on Contract

Analysis Describing Award, Renewal, or Amendment of Contract (include specifications, quotes, and/or scoring criteria if applicable)

After discussions with other agencies, a limited number of companies were found to provide these services. DEER Oak offered the best services and cost for our agency. Less than \$6K

Type of Contract:

- Sole Source Emergency Competitive Other

If selecting "other," provide detailed explanation:

After discussions with other agencies, a limited number of companies were found to provide these services. DEER Oak offered the best services and cost for our agency. Less than \$6K

Requested by:

Deputy Director Approval:

Administrative Services Approval:

Executive Director Approval (if applicable):

Contracts over \$10,000 require Executive Director's Signature

Approval of this agreement is only the initial step in the contract process. In order to establish a valid contract, a formal agreement will be developed by Business Services and the agreement will be signed by the Contractor and the Mississippi Library Commission.