

**CITY OF NAPERVILLE
AWARD OF CONTRACT
PROCUREMENT NO. 16-219**

Requesting Department: Human Resources
Procurement Name: Temporary Employment Services
Recommended Supplier: Futurenet Group
LaSalle Network
Sentinel Technologies
Stivers Staffing Services
Amount of Award: \$99,000

DESCRIPTION

The Human Resource department issued RFP 16-219 to seek qualified and experienced temporary staffing agencies to provide administrative, technical, accounting, clerical and general labor employees.

SELECTION PROCESS

Advertisement Date:	06/13/2016	Notices Sent:	98
Opening Date:	07/06/2016	Planholders:	30
		Bids Received:	12

Proposals were received from the following firms:

Abacus Service Corp	LaSalle Network
Accounting Principals	Sentinel Technologies
Amtec	Stivers Staffing
Aptude Inc.	Superior Talent
Futurenet Group	Steely Group
Global Economic Advantage	V Group Inc.

A four member selection team comprised of City staff participated in the selection committee. The supplier proposals were scored based upon the following detailed requirements defined in the RFP.

- Proposed staff, experience with contracts for services similar in scope. (35%)
- The degree to which the proposed services meet the needs of the City. (35%)
- Demonstrated procedures and schedule to insure a timely, effective and professional provision of services. (30%)

After review and scoring the proposals, the selection committee shortlisted the top five suppliers; Futurenet Group, LaSalle Network, Sentinel Technologies, Stivers Staffing, and Superior Talent and conducted interviews with each of them. Following the interviews, the selection committee eliminated Superior Talent from consideration because of the agency's limited candidate pool and concern with their ability to adequately provide temporary staffing for either IT or general labor. Overall, the City's temporary staffing needs can be sufficiently met with the remaining vendors.

The fee proposals were opened and the quality adjusted costs were calculated:

Consulting Firm	Proposed Cost	Qualitative Score	Quality Adjusted Price
Futurenet Group	\$248,000.00	73.00	\$339,726.03
LaSalle Network	\$157,750.00	73.60	\$214,334.24
Sentinel Technologies	\$181,840.00	72.80	\$249,780.22
Stivers Staffing	\$162,600.00	73.00	\$222,739.73

The above proposed costs are based on hourly rates for various skill levels and requirements. Two of the vendors, Sentinel Technologies and Futurenet Group address a range of IT needs, while the remaining two vendors, Stivers Staffing and LaSalle Network provide for administrative positions. When appropriate staffing personnel is available, positions will be filled from the responsible vendor offering the lowest quote that meets the specifications.

It is the City's intent to award a Term Agreement to multiple vendors, to ensure temporary staff coverage for all participating departments when and if the need arises. The initial term of each contract shall be for two (2) years. The City may renew a contract for up to three additional years, which will be renewed in one-year increments.

This contract will be utilized on an as-needed basis for several departments. Therefore, funds are not currently allocated for this expense. The accounts listed below are to be used as a retainer for future services and monies may be allocated from these accounts if, and when, services are needed.

FISCAL IMPACT

CIP #: N/A


If needed, funds for Temporary Employment Services will be secured from the Information Technology, Public Works, and Human Resources accounts below.

Account Number	Fund Description	Budget Amount
010-1410-414.35-09	General Fund	\$44,574
010-4230-431.30-29	General Fund	\$1,658,540
010-1610-581.30-29	General Fund	\$572,679


RECOMMENDATION

Approve the Award of RFP 16-219, Temporary Employment Services, to Futurenet Group, LaSalle Network, Sentinel Technologies, and Stivers Staffing for a total combined amount not to exceed \$99,000, for a two year term.

SUBMITTED BY:



 James Sheehan, Director
 Dept. of Human Resources
 9.27.16
 Date



 Rachel Mayer
 Chief Procurement Officer
 9/29/16
 Date

APPROVED BY:

Doug A. Krieger 10/3/18
Douglas A. Krieger Date
City Manager