



Legislation Details (With Text)

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Type: BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR **Status:** Passed

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On agenda: 2/2/2021 **Final action:** 2/2/2021

Title: Approve the award of RFP 20-390, Staffing Services, to Addison Group, Pace Systems, Sentinel Technologies and Stivers Staffing for an amount not to exceed \$100,000 and for a two-year term

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|----------|------|--------------|----------|--------|
| 2/2/2021 | 1 | City Council | approved | Pass |

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of RFP 20-390, Staffing Services, to Addison Group, Pace Systems, Sentinel Technologies and Stivers Staffing for an amount not to exceed \$100,000 and for a two-year term

DEPARTMENT: Human Resources

SUBMITTED BY: James Sheehan, HR Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

In order to ensure continuity of operations when employees must be out for extended periods of time, the City contracts with multiple temporary staffing agencies for coverage. Staffing agencies are able to offer talent for most of City's businesses and each agency works with the hiring managers to place a qualified candidate at a competitive cost.

In October 2020, the Human Resources Department issued RFP 20-390, Staffing Services, to select a pool of vendors to provide temporary or long-term staffing for the City.

DISCUSSION:

| | | | |
|---------------------|------------|---------------------|----|
| Advertisement Date: | 10/23/2020 | Notices Sent: | 49 |
| Opening Date: | 11/13/2020 | Planholders: | 36 |
| | | Proposals Received: | 16 |

Proposals were received from the following vendors:

Accounting Principals
AppleOne Employment
Cambay Consulting
Enin Systems
Midtown Personnel
RADgov
Sentinel Technologies
Stivers Technology

Addison Group
Beryllus Consulting
Compu-Vision Consulting
Jettison
Pace Systems
Saxon Global
Staff Today
Technostaff

A team comprised of staff from Human Resources (HR) and Information Technology (IT) evaluated and scored proposals based upon the following criteria set forth in the RFP:

1. Capability, Capacity and Qualifications of the Firm (45%)
2. Suitability and Quality of the Approach (30%)
3. Outcomes to be Achieved (25%)

After the review, the team chose not to conduct interviews, as this procurement would be based on the skill of the temporary employees hired and not the staff of the agencies. The team was satisfied with the RFP responses from the top scoring firms listed below:

| Vendor | Qualification Score |
|-----------------------|---------------------|
| Addison Group | 90 |
| Pace Systems | 92 |
| Sentinel Technologies | 90 |
| Stivers Staffing | 91 |

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

Funds are not currently allocated for this expense. Instead, future services and monies may be allocated if, and when, services are needed.

FISCAL IMPACT:

CIP: N/A

Temporary hires are expensed from the impacted department's budget. Most temporary hires are to fill the production of a vacant position. In these situations, departments use savings in the payroll budget to offset the cost of a temporary employee.