

**Committee Type:** Audit and Accountability Committee

**Meeting Type:** Audit and Accountability Committee Meeting

**Meeting Date:** September 22, 2021

**Meeting Section:** Post-Solicitation High Profile Briefing

**DEPARTMENT:** Department of Human Resources

**DEPARTMENT HEAD:** Renee Frieda, Interim Director

**Item Type:** Committee Item

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:** Post-Solicitation High Profile Briefing for Temporary Staffing Services

**Summary:** The Human Resources Department issued a Request for Proposals (RFP) for temporary employment agencies to provide support staff (administrative, clerical, labor, etc.) based on business-related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA). At times, the City may be in need of “specialty” positions or positions which are not in the general administrative, clerical, and office services categories. The selected contractors will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City.

**Background Information:**

On October 1, 2020, Council approved a one-year extension for the Temporary Staffing Services contracts due to delays related to the coronavirus (COVID-19) and will expire on December 20, 2021. The extension allowed staff to review current temporary staffing practices, create sixty-five new authorized City positions in the FY21 Budget, and work with departments to convert Agency temporary positions to City temporary positions, as appropriate.

On February 12, 2021, a Request for Proposals (RFP) was released seeking proposals from temporary employment agencies to provide support staff (administrative, clerical, labor, etc.) based on business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act. The estimated contract value is \$20 million for an initial contract term of 3 years with 2, 1-year options to renew. Each department will be responsible to pay their assigned temporary employees from funds already appropriated in their department’s budget. No additional appropriations will be made as a result of these contracts.

On April 20, 2021, seventeen proposals were received. Nine proposals were deemed non-responsive for failure to meet the 10% M/WBE subcontracting requirement of the RFP. The eight remaining proposals were evaluated. The evaluation committee representatives were Renee Frieda, Interim Director, Human Resources Department; Krystal Strong, Assistant Director, Human Resources Department; Sharon Frey, Human Resources Administrator, Human Resources Department; David Badillo, Solid Waste Manager, Solid Waste Management Department; and Barbara Ankamah, Neighborhood Engagement Administrator, Neighborhood & Housing Services Department.

The evaluation committee met to discuss and score all proposals on July 29, 2021. The committee short-listed the top four highest ranked proposals for interviews. The committee reconvened on August 9 and 10, 2021 for

interviews which were followed by final scoring. Initial negotiations were conducted with each of the four highest ranked respondents on September 10, 2021.

This item is tentatively scheduled for Council consideration on October 7, 2021.

**Issue:**

For briefing purposes only

**Alternatives:**

For briefing purposes only

**Fiscal Impact:**

For briefing purposes only

**Recommendation:**

Staff recommends approval to proceed with scheduling up to four contracts for City Council consideration to provide temporary staffing services to various departments throughout the City in the estimated total value of \$20,000,000.00 for a term of 3 years with 2, 1-year options to renew.