

Audit and Accountability Committee




Post-Solicitation Briefing for Temporary Staffing Services

Date: September 22, 2021

Presented by: Renee Frieda, Interim Director
Human Resources Department

Solicitation Overview



The City of San Antonio sought temporary employment agencies to provide support staff (clerical, labor, etc.) based on business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA). From time to time, the City may have need of “specialty” positions or positions which are not in the general administrative, clerical, and office services categories. The contractor will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City.



Solicitation Type

- Request for Proposals (RFP)



Estimated Value

- \$20 million



Proposed Term

- 3 years with 2, 1 year extensions

Initial Score Matrix

RFP for Temporary Labor Personnel Services (21-028, 6100013689) Score Summary INITIAL EVALUATION July 29, 2021	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F	Vendor G	Vendor H
A - Experience, Background, Qualifications	40	37.60	33.80	26.00	23.60	21.00	20.20	17.20	15.00
B - Proposed Plan	30	28.20	26.40	22.00	14.20	18.40	17.00	17.20	15.40
A - B Sub-Total	70	65.80	60.20	48.00	37.80	39.40	37.20	34.40	30.40
C - Price	20	18.05	16.93	15.64	19.08	18.48	20.00	14.45	16.59
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00
D - SBEDA - M/WBE Prime Contract Program	5	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	93.85	87.13	73.64	66.88	57.88	57.20	48.85	46.99
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6	7	8

SBEDA Subcontracting Requirements: 10% M/WBE Subcontracting Goal

Local Preference Program – Not Applicable

Veteran Owned Small Business Preference Program – Not Applicable

Final Score Matrix

RFP for Temporary Labor Personnel Services (21-028, 6100013689) Score Summary FINAL EVALUATION August 10, 2021	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D
A - Experience, Background, Qualifications	40	37.80	34.00	20.00	26.60
B - Proposed Plan	30	29.00	25.60	17.80	19.80
A - B Sub-Total	70	66.80	59.60	37.80	46.40
C - Price	20	18.05	16.93	15.64	19.08
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00	5.00
D - SBEDA - M/WBE Prime Contract Program	5	5.00	5.00	5.00	5.00
TOTAL SCORE	100	94.85	86.53	63.44	75.48
RANK BASED ON TOTAL SCORE		1	2	4	3

SBEDA Subcontracting Requirements: 10% M/WBE Subcontracting Goal

Local Preference Program – Not Applicable

Veteran Owned Small Business Preference Program – Not Applicable

Post Evaluation

- After interviews, contract negotiations commenced with four highest ranked firms
- Staff recommends award of up to four firms upon completion of negotiations

Recommended Respondent Mark-Ups	
Non-Exempt	34 – 37%
Exempt	34 – 37%
Non-Exempt City Referral	30 – 36.5%
Exempt City Referral	27 – 36.5%
Non-Exempt Labor	40%*
Non-Exempt Labor City Referral	36%*

*Labor Category specific to one respondent

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	157
Number of vendors at pre-submittal conference:	41
Number of responses received:	17 (9 proposals were deemed non-responsive for failure to meet the 10% M/WBE subcontracting requirement)

Results of Minimum Requirements Review	No Material Findings
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Results of Due Diligence Review	No Material Findings
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