



City Council Report

Date: March 23, 2015
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three-Year Term Contract for Citywide Temporary Agency Worker Services for the Human Resources Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Citywide Temporary Agency Worker Services as recommended. A committee representing Human Resources, various City Departments, and Purchasing evaluated responses.

The evaluation committee recommends awarding the contracts to the highest scored proposals from AllStaff Services Inc.; Creative Human Resources Concepts LLC (a Mesa business); Devau Human Resources; and GCA Services Group Mountain States, LP, at \$5,920,000.00 annually, based on estimated requirements.

Background / Discussion

Temporary agency workers are used to provide temporary services to the City by staffing positions in various areas in instances where it is more cost effective than hiring permanent employees. City departments use temporary agency workers to fill in for absent employees, to handle special assignments, relieve work overload and cover special programs. In addition, the Arts and Cultural and Parks, Recreation and Commercial Facilities Departments use a variety of temporary agency workers for Arts Center activities, and sports and recreation programs.

With the exceptions for Group IV and V (see below) contracts, Human Resources serves as the liaison between the department and the agency. Doing so ensures the assignment is appropriately classified and paid, invoicing is correct and sent to departments, and the break in service requirements (as outlined by Management Policy 331) are monitored. Human Resources also administers and monitors the temporary services contracts.

Staff from Human Resources and an evaluation team of City employees from various departments reviewed and scored the Request for Proposal (RFP) responses based on the evaluation criteria stated in the RFP.

The City establishes wage rates to be paid to temporary agency workers. The contract agencies charge a markup, which is expressed as a percentage that is added to the hourly wage. This percentage covers the costs of recruiting, administrative overhead, Workers' Compensation insurance, benefits and profit. Temporary workers are generally paid 5% less than the lowest step on the City's pay range for that classification. This ensures that

temporary workers are not paid more than their City counterparts. For assignments where no comparable City position exists, a wage is established that is competitive for the type of work to be performed.

The four firms with the highest evaluated scores based on the criteria listed in the solicitation are: AllStaff Services Inc.; Creative Human Resources Concepts LLC (a Mesa business); Devau Human Resources; and GCA Services Group Mountain States, LP. These four firms are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The annual contract amount is cumulatively funded from the City Department's operating budget using this contract.

Coordinated With

Human Resources, Development & Sustainability, Arts & Culture, Parks, Recreation and Commercial Facilities, Solid Waste Management, Energy Resources, Financial Services and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2015092

Vendors Registered: ProcureAZ (788) and Bid List (38)

Advertising: Arizona Republic, Bid Net, Record Reporter, Purchasing Website

Downloads: 57

Responses: 10

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Pricing Available to Other Cooperative Agencies: Yes

December 11, 2014 Responses:

Accountabilities (TS Staffing) dba Corporate Resource Services – Mesa, AZ

Accounting Principals dba Ajilon Professional Staffing - Jacksonville, FL (Mesa office)

Aerotek, Inc – Hanover, MD (Tempe office)

AllStaff Services, Inc. – Phoenix, AZ (Mesa office)

Creative Human Resources Concepts, LLC – Mesa, AZ (Mesa business)

Devau Human Resources – Phoenix, AZ (Mesa office)

GCA Services Group Mountain States, LP – Cleveland, OH (Tempe office)

KForce, Inc. – Tampa, FL (Phoenix office)

Koosharem, LLC dba Select Staffing – Santa Barbara, CA (Tempe office)

VersoGenics Inc dba Comforce – Duluth, GA (Mesa office)

No Bid Response:
CareersUSA - Boca Raton

Proposal Scoring Results:
Available Upon Request

AWARD RECOMMENDATION

***AllStaff Services, Inc. – Phoenix, AZ
Creative Human Resources Concepts, Inc. – Mesa, AZ
Devau Human Resources – Phoenix, AZ
GCA Services Group Mountain States, LP – Cleveland, OH***

Description
<p>Recruited and City referred temporary agency worker services for Non-Sworn City and specialty job titles and computer-based skills testing services per Terms and Conditions, Specifications and Pricing as offered</p> <p>Annual Contract Amount: <u>\$5,920,000.00</u> (cumulatively not to exceed)</p>