

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: GOLBOU GHASSEMIEH, HUMAN RESOURCES DIRECTOR
SUBJECT: MULTIPLE BID AWARD AND APPROVAL OF THREE
PROFESSIONAL SERVICE AGREEMENTS FOR TEMPORARY
HELP SERVICES
AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve a multiple bid award of RFP 17-03 and approve Professional Service Agreements for Temporary Help Services to Gary D. Nelson Associates, Inc. dba Nelson Staffing Solutions; Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services; and to Artizen Staffing for three-year contracts with up to three years of extension options in the amount of \$1,500,000.00 each, for a combined total amount not to exceed \$4,500,000.00

BACKGROUND

1. On May 31, 2017, Requests for Proposal (RFP) 17-03, solicited by the City for temporary help services for various City departments, was opened by the Purchasing Agent.
2. The temporary help services contracts will provide qualified and experienced temporary employment services as needed to support all City departments. A diverse group of individuals with a variety of different technical skill levels will be provided. Examples include Accountants, Senior Administrative Assistants, Civil Engineering Technicians, and Maintenance Workers.
3. Funds for these contracts have been budgeted in Fiscal Year 2017-2018 and will be included in subsequent years' budget requests when presented to Council.

PRIOR CITY COUNCIL REVIEW

As outlined in the Background above.

ANALYSIS

1. Of the seven bidders on the City's bid list for temporary help services, seven responsible bids were received from the following firms:

<u>Bidder</u>	<u>Location</u>
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*AppleOne Employment Services	Torrance, CA
*Artizen Staffing	Rohnert Park, CA
*Nelson Staffing Solutions	Sonoma, CA
Kelly Services	Windsor, CA
Beatty's Service	Oakland, CA
MyNext Career Path	Las Vegas, NV
MGO Type Atypical	Oakland, CA

*Successful bidders; others in no apparent order.

2. The RFP provisions allowed for a multiple contract award. Three firms are recommended for award to offer the City access to a higher number of qualified temporary employees to fulfill the needs of various departments in an expeditious manner. The City, at its sole discretion, will request services from the resulting three contracts with no minimum amounts of service implied or guaranteed. The recommended award amounts of \$1,500,000 per contract are estimates based on past temporary help usage and are maximum amounts that can be spent against the contracts for the three-year terms.

3. A 4-member evaluation panel, consisting of the City's Employee Services Manager, Human Resources Technician, and Human Resources Administrative Secretary carefully evaluated and scored the seven proposals based on the evaluation criteria. The evaluation panel scored the proposals from AppleOne Employment Services, Artizen Staffing and Nelson Staffing Solutions the highest, and agreed they offered the best value to the City for the reasons listed below. Both AppleOne and Nelson have current contracts with the City, and have provided satisfactory services.

AppleOne Employment Services

- Large candidate pool with almost 7,300 local temporary employees actively being referred.
- Experience with many large public and private employers, including Contra Costa County, City of Santa Rosa, and Luther Burbank Savings.
- Dedicated four-member team in local branch with a primary City point of contact.
- Good employee training program.
- Reasonable rates for temporary employees.

Artizen Staffing

- Well networked Sonoma County team.
- Experience with many large public and private employers, including State of California, Administrative Office of the Courts, Alameda County and Contra Costa County Water District.
- Reasonable rates for temporary employees.

Nelson Staffing Solutions

- Large candidate pool with almost 2,300 local temporary employees actively being referred for positions that may be required by the city.

- Experience with many large public and private employers, including long term contracts with Sonoma County, City of Santa Rosa, and La Tortilla Factory.
- Dedicated team of 12 members with a primary City point of contact.
- 24-hour contact for urgent requirements.
- Reasonable rates for temporary employees.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2017-2018 budget within various departments, and as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – Professional Services Agreement for Temporary Services with Gary D. Nelson Associates Inc. dba Nelson Staffing Solutions
- Attachment 2 – Professional Services Agreement for Temporary Services with Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Services
- Attachment 3 – Professional Services Agreement for Temporary Help Services with Artizen Staffing
- Resolution

CONTACT

golbou ghassemieh, Human Resources Director, Human Resources Department
gghassemieh@srcity.org; 707-543-3070