

Mayor and Council Communication

DATE: 03/21/23

M&C FILE NUMBER: M&C 23-0205

LOG NAME: 13P RFP 23-0010 GRANT TEMPORARY EMPLOYMENT SERVICES TD HR

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Abacus Corporation and Smith Temporaries, Inc. dba Cornerstone Staffing for Grant-Related Temporary Staffing Services in the Combined Annual Amount Up to \$1,200,000.00 for the Aviation Department and Neighborhood Services Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of non-exclusive agreements with Abacus Corporation and Smith Temporaries, Inc. dba Cornerstone Staffing for grant-related temporary staffing services in the combined annual amount up to \$1,200,000.00 and authorize four consecutive one-year renewal options for the Aviation Department and Neighborhood Services Department through the Human Resources Department.

DISCUSSION:

The Human Resources Department (HR) approached the Purchasing Division to secure non-exclusive agreements for grant temporary staffing services for the Aviation and Neighborhood Services Departments. The Departments will use these agreements to acquire the necessary temporary staffing services from the temporary agencies for temporary grant funded positions in a timely manner at established rates. The temporary staffing agencies will have the expertise in expeditiously sourcing, screening, and providing quality candidates to fill temporary staffing needs for a diverse range of job categories. These jobs include administrative/clerical, customer/community services, general labor/maintenance, professional/management services, service trades, skilled trades, and technical positions. The length of assignments vary from a few weeks to several months.

Although the current agreement for temporary staffing services is still available for all City Departments (authorized under Mayor and City Council 20-0481), an additional agreement was needed solely for the needs of the Aviation and Neighborhood Services Departments grant-funded temporary services as funds were being heavily acquired for staffing needs. Upon authorization, this will allow both departments their own spending authority using grant funding while allowing the current agreement to have available funds for all remaining City departments.

In order to procure these services, Purchasing staff issued Request for Proposal (RFP) No. 23-0010. The RFP consisted of detailed job descriptions, detailing experience and education the selected candidates must possess and the obligations of the service providers. The RFP was advertised in the *Fort Worth Star-Telegram* on December 14, 2022, December 21, 2022, December 22, 2022 as a special ad, December 28, 2022, January 4, 2023, January 11, 2023 and January 18, 2023. Twenty-six (26) responses were received.

An evaluation panel consisting of representatives from the Human Resources Department and Property Management Department reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Factors				
	a	b	c	d	Total Scores
Cornerstone Staffing	14.67	11.33	10	36.26	72.26
Abacus Corporation	11.33	10.67	10	39.69	71.69
22nd Century Technologies, Inc	10	10.67	10	40.00	70.67
CathyJon Enterprises, Inc dba HB Staffing	12.67	10.67	10	35.40	68.74
BridgeWork Partners	12	11.33	10	35.39	68.72
Diverse Staffing Services, Inc	12.67	10.67	10	34.65	67.99
Dataman USA, LLC	9.33	10.67	10	37.48	67.48
Marathon Staffing Group	10	10	10	36.69	66.69
Ad-A-Staff, Inc	10	10	10	36.22	66.22
One Elite Staffing	10	10.67	10	35.28	65.95
Diskriter Inc	9.33	10.67	10	35.28	65.28
Compunnel Software Group	10.67	10	8.67	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Lancesoft Inc	7.33	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Terra Staffing Group	7.33	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
ATA Services, Inc	6	10.67	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Appleone-Phoenix Remote	6	10.67	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Infojini, Inc	6.67	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Noor Staffing Group, Inc	6.67	9.33	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Abacus Services Corp	6	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Information Systems Consulting Inc	6	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
SuiteMate Staffing Solutions	4.67	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
HJ Staffing	4	10	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Grayson HR	6.67	6.67	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Debbie's Staffing	6	6	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
Rapid Staffing	0	8	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.
MD Martin	3.33	4	10	X	Bidder did not meet technical points; therefore, cost was not evaluated.

Best Value Criteria:

- a. Contractor's capability
- b. Contractor's experience in providing temporary employment services to public entities similar in size of the City
- c. Contractor's references
- d. Cost

Compunnel Software Group, Lancesoft Inc, Terra Staffing Group, ATA Services, Inc, Appleone-Phoenix Remote, Infojini, Inc, Noor Staffing Group, Inc, Abacus Services Corp, Information Systems Consulting Inc, SuiteMate Staffing Solutions, HJ Staffing, Grayson HR, Debbie's Staffing, Rapid Staffing, MD did not score at least 50% of the total available points for technical criteria and, therefore, were not qualified to receive pricing points.

After evaluation, the panel concluded that Abacus Corporation and Smith Temporaries, Inc. dba Cornerstone Staffing presented the best value to the City. Therefore, the panel recommends that Council authorize non-exclusive agreements with these vendors. Under these non-exclusive agreements, the department will order services according to the lowest cost and availability. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

Approval of this Mayor and Council Communication authorizes a combined, annual maximum amount of \$1,200,000.00 subject to actual appropriation for this purpose. The anticipated actual spend for the first year is \$952,000.00. The annual amount used will be based on the need of the department and available budget. The current annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Aviation Department	\$127,000.00	Temp Labor Service
Neighborhood Services Department	\$825,000.00	Temp Labor Service

Funding is budgeted in the Temp Labor Service account of the Aviation Departments Municipal Airport Fund and in the Neighborhood Services Department's Grants Operating Federal Fund for the purpose of funding various grant projects, as appropriated.

DIVERSITY AND INCLUSION (DVIN) - A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS -This agreement may be renewed for four additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDERS - In addition, an administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital & operating budgets, as previously appropriated, in the Grants Operating Federal Fund for various projects and in the Municipal Airport Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Neighborhood Services and Aviation Departments have the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Reginald Zeno 8517
Fernando Costa 6162

Originating Business Unit Head: Reginald Zeno 8517
Victor Turner 8187

Additional Information Contact: Jo Ann Gunn 8525
Taylor Dean 7648

Expedited