

# Mayor and Council Communication

DATE: 08/04/20

M&C FILE NUMBER: M&C 20-0481

LOG NAME: 13P 20-0123 TEMPORARY STAFFING SERVICES HRD JPB

## **SUBJECT**

Authorize Execution of Non-Exclusive Agreements with Abacus Corporation, Adastaff Inc., BridgeWork Partners, LLC, P.I.E. Management, LLC and Smith Temporaries, Inc. d/b/a CornerStone Staffing, for Temporary Staffing Services in the Combined Annual Amount Up to \$2,800,000.00, for a Three-year Initial Term with Option to Renew for One Additional Two Year Term at the City's Sole Discretion for All City Departments (ALL COUNCIL DISTRICTS)

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## **RECOMMENDATION:**

It is recommended that the City Council authorize the execution of non-exclusive agreements with Abacus Corporation, Adastaff Inc., BridgeWork Partners, LLC, P.I.E. Management, LLC and Smith Temporaries, Inc. d/b/a CornerStone Staffing, for temporary staffing services in the combined annual amount up to \$2,800,000.00, for a three-year initial term with option to renew for one additional two year term at the City's sole discretion for all city departments.

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## **DISCUSSION:**

The Human Resources Department (HRD) approached the Purchasing Division to secure non-exclusive agreements for temporary staffing services for all City departments. City Departments use this agreement to acquire staff on a temporary basis to work in conjunction with city staff. Temporary staff will fill positions primarily vacated by City employees until vacancies are filled or staffing is needed for any specific project requirements. General categories of temporary staffing positions include, professional, clerical or manual labor such as admins, accountants, analysts, assistants, buyers, laboratory personnel, technicians and other specialists. The length of assignments vary from a few weeks to several months. The current agreement expires on November 30, 2020.

Staff determined it would be in the City's best interest to ensure it was getting the best overall services by going out to the market and giving all providers the opportunity to compete for the City's business by issuing a Request for Proposals (RFP). 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* every Wednesday from April 15, 2020 through May 27, 2020. Twenty-four vendors were solicited from the purchasing database; fifty-two responses were received.

An evaluation team consisting of staff from the HRD and the Water Department evaluated proposals received. The evaluation team scored the proposals based on pre-defined factors. It is recommended that multiple agreements be awarded to ensure staff is provided in a timely manner. The evaluation team determined Abacus Corporation, Adastaff Inc., BridgeWork Partners, LLC, P.I.E. Management, LLC and Smith Temporaries, Inc. d/b/a CornerStone Staffing, provides the best overall solution for the temporary staffing services and recommended the City Council authorize the execution of non-exclusive agreements in the combined annual amount up to \$2,800,000.00, for an initial three year period term with option to renew for one additional two year term at the City's sole discretion.

No guarantee was made that a specific amount of services would be purchased. The departments acquire the service on an as-needed basis and availability of their budget. The department will request services according to cost and availability under these non-exclusive agreements.

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 as long as sufficient funds have been appropriated.

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Department and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services from source(s) where subcontracting or supplier opportunities are negligible.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and shall continue for a term up to three years. The contract may be renewed for up to one successive two-year term at the City's option. This action does not require specific City Council approval, provided that the City has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies funds are available in the current operating and capital budgets, as previously appropriated, in the participating departments' operating and capital project funds to support approval of the above recommendation and award of the contracts. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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