



Agenda Item No. (4)

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of June 26, 2020

From : Michelle Purugganan, Human Resources Manager
Brian Garrity, Procurement Director
Kellee J. Hopper, Deputy General Manager, Administration and Development
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE EXECUTION OF PROFESSIONAL SERVICES
AGREEMENTS RELATIVE TO REQUEST FOR PROPOSALS NO. 2020-
D-015, ON-CALL TEMPORARY STAFFING SERVICES**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors authorize the following:

1. Award five professional services agreements pursuant to Request for Proposals (RFP) No. 2020-D-015, *On-Call Temporary Staffing Services* for a three-year base term for a not-to-exceed \$3.25 million plus two additional one-year options not-to-exceed \$1.1 million each year to the following temporary employment agencies:

AppleOne Employment Services
Diskriter, Inc.
Infojini, Inc.
Soft HQ, Inc.
Wollberg/Michelson Personnel Service, Inc.
2. Authorize the General Manager to exercise the two one-year options at his discretion with the understanding that the total amount expended in each year will not to exceed \$1.1 million per year.

Funding for the required services will be achieved through salary savings or through a separate budget adjustment as needed.

This matter will be presented to the Board of Directors at its June 26, 2020 meeting for appropriate action.

Summary

The Golden Gate Bridge, Highway & Transportation District (District) needs support in short-term staffing of vacant District positions due to attrition, medical leave, changes in business needs, and mission critical project assignments on major District initiatives. Some examples have included: a) temporary assignments to cover several employees who are or were on long-term leave; b) the transfer of some identified on-demand, short-term positions that the District directly hired previously to agencies (e.g. Casual Traffic Checker); c) the need to secure temporary specialized expertise for implementation of technical and administrative projects, such as implementation of Kronos, Hastus, and development of technical documentation for District systems; and, d) a temporary increase in activities in certain departments. Currently, the District fills these needs through short-term temporary staffing at various position levels using temporary employment agencies on an ad hoc basis.

On March 2, 2020, the District issued an RFP to seek proposals from qualified firms to provide a variety of temporary employment staffing services for the District's business needs for on-call services. The purpose of the RFP was to award non-exclusive contracts to a pool of qualified temporary staffing firms to get the best qualified pool of candidates at the most competitive pricing. The temporary staffing services will be approved by the General Manager to respond to District needs that cannot be covered by those who work for the District, and may be provided for limited duration staffing at various administrative, professional or management levels within the District. Use of these services will be dependent on short-term staffing needs resulting from temporarily vacant regular staff positions, critical projects, or operational needs to deliver services. There is no minimum level of work guaranteed, as the level of temporary services will vary depending on the District's needs at any given moment. It is anticipated that a portion of these temporary services will be funded through various Capital-funded projects.

The subject contracts are for a three-year term with two-one year options exercisable at the District's discretion, in the amount not to exceed \$3.25 million for the term of the base contract plus \$1.1 million for each option year. Over the past five years, the District has spent on average \$1.2 million per year in temporary services. However, given the recent economic and operational impacts due to the COVID-19 pandemic, staff is uncertain as to exact need for such temporary services in the coming years. However, in the event limited on-demand staffing needs arise, this will establish a bench of agencies from which to hire for such temporary services.

The RFP was posted on the District's website and notice of the RFP was sent to 20 potential proposers and 135 Disadvantaged Business Enterprises (DBEs). A total of 57 firms downloaded the documents. The District received a total of 21 proposals by the submission due date of April 6, 2020.

A Selection Committee comprised of District staff evaluated each proposal based upon the criteria specified in the RFP as follows:

1. Proposer's Qualifications and Experience – 35 points
2. Proposal Understanding and Approach – 35 points
3. Cost Proposal – 30 points

Of the proposals received, the following agencies were deemed best qualified to support the District's needs and their ability to perform such services:

1. AppleOne Employment Services
2. Diskriter, Inc.
3. Infojini, Inc.
4. Soft HQ, Inc.
5. Wollberg/Michelson Personnel Service, Inc.

All of the above firms were able to clearly demonstrate their understanding of the District's needs and match their experience and qualifications to best meet those needs. Additionally, these firms have experience working with local government and/or transportation agencies, and offered highly competitive rate structures. Staff is confident they best meet the requirements of the RFP.

No DBE or Small Business Enterprise (SBE) goal was established for this contract. However, proposers were strongly encouraged to obtain DBE participation and identify all DBEs that will work on this project. The District's DBE Program Administrator determined one of the proposers identified an SBE firm it may will use during the performance of this contract. SBE participation may be anticipated depending on the services requested from the District.

Fiscal Impact

Request for Proposal 2020-D-015, *On-Call Temporary Staffing Services*, is for a three-year term with two-one year options exercisable at the District's discretion, in the amount not to exceed \$3.25 million for the base three-year contract and two one-year option years of \$1.1 million per year. The temporary services will be provided on an as-needed basis, with no guaranteed level of effort or amount of compensation to any individual firm. This proposal would fund temporary services through salary savings from vacancies thus the funds will be included in future District budgets as District staff costs.

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