



Agenda Item No. (3)

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of September 25, 2025

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

Subject: **APPROVE AWARD OF CONTRACTS RELATIVE TO REQUEST FOR PROPOSALS NO. 2025-D-028, TEMPORARY STAFFING SERVICES**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the award of five on-call contracts relative to Request for Proposals (RFP) No. 2025-D-028, *Temporary Staffing Services*. Each Agreement will have a three-year base term with a total aggregate not-to-exceed amount of \$3 million, plus two additional one-year options, exercisable at the General Manager's discretion, not to exceed \$1 million per year. The total not-to-exceed amount for all the contracts for the base years and options years is \$5 million. Contracts will be awarded to the following temporary employment agencies:

1. 22nd Century Technologies, Inc., McLean, VA
2. AppleOne, Inc., dba AppleOne Employment Services, Glendale, CA
3. Bolt Staffing Services, Inc., Sonoma, CA
4. Compunnel Software Group, Inc., Princeton, NJ
5. Infojini, Inc., Columbia, MD

These contracts will be funded through salary savings or a separate budget adjustment, as needed.

This matter will be presented to the Board of Directors at its September 26, 2025, meeting for appropriate action.

Summary

The Golden Gate Bridge, Highway and Transportation District (District) seeks to maintain contracts with temporary employment agencies to support short-term staffing needs. These may arise due to employee medical or personal leave, temporary workload increases from changing business demands, or the need for additional resources on critical projects and initiatives. The District has successfully addressed these needs through short-term temporary staffing for various positions by establishing on-call contracts with multiple temporary employment agencies.

On April 3, 2025, the District issued Request for Proposals (RFP) No. 2025-D-028, *Temporary Staffing Services*, to seek proposals from qualified firms. The purpose of the RFP was to award non-exclusive contracts to a pool of firms to obtain the best-qualified candidates at the most competitive pricing. Temporary staffing services will be approved by the General Manager to meet needs that cannot be covered by current employees and are for limited-duration assignments at administrative, professional, or management levels within the District.

Use of these contracts will depend on the District's short-term needs arising from temporarily vacant positions, critical projects, or operational demands. There is no guaranteed minimum level of work for any of the firms.

It is anticipated that some temporary services will be funded through salary savings or a separate budget adjustment depending on the request.

As the District continues to recover from the impacts of COVID-19, staff remains uncertain about the exact need for such services in the coming years. However, these agreements will establish a bench of agencies available to meet on-demand short-term staffing needs.

The RFP was posted on the District's Procurement Portal, and notifications were sent to potential proposers for hiring W-2 temporary employees. Additionally, the RFP was advertised in the *San Francisco Chronicle* and the *Small Business Exchange*. Proposals were received from 72 firms nationwide on or before the May 2, 2025, deadline.

A Selection Committee comprised of District staff reviewed, evaluated, and scored each proposal based on the following criteria that was included in the RFP:

- Proposer's Qualifications and Experience ~ 0–35 Points
- Proposal Understanding and Approach ~ 0–30 Points
- Social Responsibility / Staff Development ~ 0–10 Points
- Cost ~ 0–25 Points

Each recommended firm demonstrated a strong understanding of the District's needs and aligned their experience and qualifications accordingly. These firms also have experience working with local government and/or transportation agencies and offered highly competitive rate structures.

Staff, the District's Attorney, and the Manager of SBE Compliance Programs reviewed the proposals and confirmed that the selected firms submitted all required documents and that their proposals were technically responsive to the specifications.

No contract-specific Disadvantaged Business Enterprise (DBE) or Small Business Enterprise (SBE) goal was established for this procurement. However, proposers were encouraged to include DBE/SBE participation. Of the selected firms, one firm is a certified DBE and depending on requested services from the District, DBE participation may be anticipated.

Fiscal Impact

The five on-call contracts relative to RFP No. 2025-D-028, *Temporary Staffing Services*, are for a three-year term with two one-year options, exercisable at the District's discretion, in an aggregate not-to-exceed amount of \$3 million for the base term and \$1 million for each option year. Temporary services will be provided on an as-needed basis, with no guaranteed level of work or compensation to any individual firm.

Required services will be funded through salary savings or a separate budget adjustment, as needed.

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