

# Audit and Accountability Committee



## Pre Solicitation Briefing for Temporary Staffing Services

Date: January 21, 2020

Presented by: Lori Steward, Department Director, Human Resources  
Department

# Project & Solicitation Overview

The City of San Antonio is seeking proposals from temporary employment agencies (“Agency”) to provide support staff (clerical, labor, driving, etc.) based on business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA). From time to time, the City may have need of “specialty” positions or positions which are not in the general administrative, clerical, and office services categories. The contractor will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City.



## Solicitation Type

- Request for Proposals (RFP)

## Estimated Value

- \$48 million

## Proposed Term:

- 3 years with 2, 1 year extension options

## Current Contract Status

- Expires December 20, 2020

# Solicitation Overview

## Outreach

NIGP Codes Identified	NIGP code(s) and description 96269 – Personnel Services, Temporary.
Number of Vendors to be Notified	Central Vendor Registry: 49 Veteran Owned Small Business (SBA): 1,868 Targeted Vendor Outreach: 14
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Express News

## Evaluation Voting Members

Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office
Lori Steward, Director, Human Resources Department
Krystal Strong, Assistant Director, Human Resources Department
Sharon Frey, Recruitment Administrator, Human Resources Department
David Badillo, Solid Waste Manager, Solid Waste Management Department
SAPD Administrative Team Member

# Solicitation Requirements

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## Evaluation Criteria

Experience, Background, Qualifications: 35 points

Proposed Plan: 20 points

Pricing: 20 points

SBEDA Program: 10 points (SBE – 5 points; MWBE – 5 points)

Local Preference Program: 10 points

Veteran Owned Small Business Preference Program: 5 points

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## Additional Requirements

SBEDA Subcontracting Requirements: 10% MWBE

Audited Financial Statements: Not Required

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## Goal Setting Committee Members

Nikki Ramos, GSC Chair

Lori Steward, Director, Human Resources

Troy Elliott, Deputy Chief Financial Officer, Finance

Shuchi Nagpal, Interim Assistant Director, Economic Development

Linda Lopez-George – Citizen Member

# Project Timeline

