### **Audit and Accountability Committee**



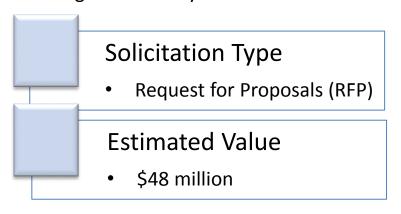
# **Pre Solicitation Briefing for Temporary Staffing Services**

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 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**

#### **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

#### Additional Requirements

SBEDA Subcontracting Requirements: 10% MWBE

Audited Financial Statements: Not Required

#### 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**

**Pre-Solicitation** 

Solicitation

Post – Solicitation

**Finalization** 

**Goal Setting Committee:** 

January 15, 2020

Audit Committee Pre Solicitation Briefing:

■ January 21, 2020

**Release Date:** 

■ January 31, 2020

**Pre-Submittal** 

**Conference:** 

■ February 12, 2020

Deadline for **Questions**:

■ February 18, 2020

**Due Date:** 

■ March 17, 2020

**Evaluation Complete:** 

■ May 2020

Contract

Negotiated:

■ June 2020

Audit Committee Post Solicitation Briefing:

■ August 18, 2020

City Council Consideration:

■ September 2020

**Contract Start** 

Date:

■ December 21, 2020