

Audit and Accountability Committee



Pre Solicitation Briefing for Temporary Staffing Services

Date: January 19, 2021

Presented by: Lori Steward, Director, Human Resources Department

Background

- Audit & Accountability Committee Reviews:
 - January 2020, a pre-solicitation briefing was conducted
 - Identified expenditure of federal funds on upcoming contracts
 - February 2020 briefing on the Federal Office of Management and Budget (OMB) Super Circular guidelines for federally funded City contracts
 - March 2020 briefing on non-application of Local Preference Program for upcoming Temporary Staffing Services solicitation

Project & Solicitation Overview

The City of San Antonio is seeking proposals from temporary employment agencies 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)



Proposed Term:

- 3 years with 2, 1 year options



Estimated Value

- \$20 million



Current Contract Status:

- Expires December 20, 2021

Solicitation Overview

| Outreach | | Evaluation Voting Members |
|----------------------------------|--|---|
| NIGP Codes Identified | NIGP code(s) and description 96269 – Personnel Services, Temporary | Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office |
| Number of Vendors to be Notified | Central Vendor Registry: 53 Veteran Owned Small Business (SBA/SCTRCA): 2,046 Targeted Vendor Outreach: 9 | Lori Steward, Director, Human Resources Department |
| Advertising | TVSA Channel 21 COSA Bidding Opportunities website Express News | 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 (TBD) |

Solicitation Requirements

Evaluation Criteria

Experience, Background, Qualifications: 30 points
Proposed Plan: 40 points
Pricing: 20 points
SBEDA Program: 10 points (SBE – 5 points; M/WBE – 5 points)

Additional Requirements

SBEDA Subcontracting Requirements: 10% M/WBE
Local Preference Program: Not Applied due to grant funding
Veteran-Owned Small Business Preference Program: Not Applied due to grant funding
Audited Financial Statements: Not Required

Goal Setting Committee Members

Nikki Ramos, Goal Setting Committee Chair
Lori Steward, Director, Human Resources Department
Troy Elliott, Deputy Chief Financial Officer, Finance Department
Shuchi Nagpal, Economic Development Manager, Economic Development Department
Linda Lopez-George, Citizen Member

Project Timeline

