



City of San Antonio

Agenda Memorandum

File Number:20-1145

Agenda Item Number: 9.

Agenda Date: 1/21/2020

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE

TO: Erik Walsh, City Manager

FROM: Lori Steward, Director Human Resources Department

COPY: Audit and Accountability Committee; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Deputy Chief Financial Officer; Kevin Barthold, City Auditor

SUBJECT: Pre-Solicitation Briefing for Temporary Staffing Services

DATE: January 21, 2020

The Human Resources Department will present a pre-solicitation briefing on Temporary Staffing Services which was presented in the Biannual High Profile Report. This briefing will allow an opportunity for input from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, Local Preference Program applicability, Veteran-owned Small Business Preference Program applicability, and SBEDA Program Requirements.

The Human Resources Department is seeking proposals from temporary employment agencies to provide support staff (administrative, 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). At times, the City may be in need of “specialty” positions or positions which are not in the general administrative, clerical, and office services categories. The contractor(s) will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City. Maintaining temporary staff is essential to assisting City departments with short-term labor needs in support of special projects and/or personnel support.