



City of San Antonio

Agenda Memorandum

File Number:21-1018

Agenda Item Number: 10.

Agenda Date: 1/19/2021

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT
INTERDEPARTMENTAL MEMO**

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 19, 2021

The Human Resources Department will present a pre-solicitation briefing for Temporary Staffing Services which is presented in the Biannual High Profile Report. Maintaining temporary staff is essential to assisting City departments with short-term labor needs in support of special projects and/or personnel support. The 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. This solicitation will result in a three-year contract with two, one-year renewal options.

The Human Resources Department presented a pre-solicitation briefing on Temporary Staffing Services on January 21, 2020. Shortly after, it was brought to staff's attention that federal funds were utilized on the current

Temporary Staffing Services contracts. Award of these contracts predate the most recently updated Office of Management and Budget (OMB) Super Circular requirements regarding use of federal funds which were implemented on October 1, 2018.

The Finance Department brought the item back before the Audit and Accountability Committee on February 18, 2020 to discuss the OMB Super Circular requirements as well as the implications for application of the City's Local Preference Program and potential impacts to City contracts in which both federal and non-federal funds are expended. Based on these impacts, the Committee concurred with staff recommendation to not apply the Local Preference Program.

On October 1, 2020, Council approved a one-year extension for the Temporary Staffing Services contracts due to delays related to the coronavirus (COVID-19) and will expire on December 20, 2021. The extension allowed staff to review current temporary staffing practices, create sixty-five new authorized City positions in the FY21 Budget, and work with departments to convert Agency temporary positions to City temporary positions, as appropriate.