



AGENDA MEMORANDUM

Action Item for the City Council Meeting January 18, 2024

DATE: January 18, 2024

TO: Peter Zaroni, City Manager

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Service Agreement for Temporary Staffing Services for the City's Temporary Staffing Program

CAPTION:

Resolution authorizing a three-year service agreement with Unique Employment I, LTD., of Corpus Christi, Texas, for temporary staffing services used by various City departments in an amount not to exceed \$750,000.00, with FY 2024 funding of \$250,000.00 from various funding departmental funds.

SUMMARY:

This resolution authorizes a three-year service agreement with Unique Employment I, LTD. for temporary staffing services to be used by various City departments on an as-needed basis.

BACKGROUND AND FINDINGS:

In 2016, the City Temporary Employee Program was created to employ personnel for a short period of time in order to complete a special project, be on call during departments' peak load period, or to work during the absence of a regular employee due to resignation or leave of absence. To support these efforts, the City's recruitment office partners with a third-party staffing agency to provide basic labor resources to our various City departments in a timely manner.

For its staffing needs, the City works through an agreement with a third-party staffing agency, Unique Employment I, LTD. By using Unique Employment I, LTD., it helps the City to reduce internal costs and the time it takes to fill positions for the City's temporary employee program. Unique Employment I, LTD. provides qualified candidates in a timely manner for hard to fill positions, short-term projects, and employees who are on a leave of absence for a short period of time. Typically, the temporary positions last up to 60 days. Unique Employment I, LTD. is able to do this because their pools of qualified candidates have been pre-screened by the temporary staffing agency to ensure that the temporary employees pass the City's stringent pre-employment screening process.

Unique Employment I, LTD. is the incumbent firm. The previous agreement was for two years, with a one-year extension option that was exercised. The contract was up to \$250,000 per year, with a total amount up to \$750,000. Altogether, \$405,663.46, or 54%, of the contract amount was spent over the contract term, to include the one-year option period that was exercised.

PROCUREMENT DETAIL:

A Request for Proposal (RFP) was issued for new temporary staffing services for the City's temporary staffing program contract. The City received six proposals which were evaluated by the City's evaluation committee. The top four scoring firms were sent request for interview to be evaluated and added to the technical evaluation scores; however, only three firms accepted the request for interview.

The evaluation committee was comprised of three members, with representation from Parks and Recreation, Health Services, and Human Resources. The evaluation committee rated each proposer and was scored according to 1) firm's experience, 2) understanding of project scope, 3) local preference, and finalist included 4) price. Final scores were tabulated for each firm to determine the highest-ranking firm offering the best value to the City for Temporary Staffing Services.

Unique Employment I, LTD. is the incumbent firm. The previous contract was a two-year agreement, with a one-year extension option that was exercised. The contract was up to \$250,000 per year, with a total amount not to exceed \$750,000. Altogether, \$405,663.46, or 54%, of the contract amount (\$750,000), was spent over the contract term.

After Unique Employment I, LTD. was selected as the winning bidder, the City was able to negotiate with Unique Employment I, LTD. to lower the pricing. They decided to honor the previous agreement pricing at 45% markup in comparison to their original repricing of 50% markup. As a result, it saved the City \$37,500, or 5%, for the whole contract term.

ALTERNATIVES:

The alternative is to continue the City's Temporary Staffing Program without partnering with a staffing agency; however, this will lead to a delay in filling various City departments' work requirements for temporary workers because there are not enough staff members in the Human Resources Department to make up for the loss of having a third-party temporary staffing service.

FISCAL IMPACT:

The City's Temporary Staffing Program will be utilized by various City departments on an as-needed basis. Annual funding in the amount of \$250,000 is available for temporary staffing expenses and will be funded through various City Departments' FY 2024 budgets.

FUNDING DETAIL:

Fund: Various
Organization/Activity: Various
Mission Element: Various
Project # (CIP Only): N/A
Account: 530070

RECOMMENDATION:

Staff recommends approval of this Resolution authorizing a three-year service agreement with Unique Employment I, LTD. for temporary staffing services, as presented.

LIST OF SUPPORTING DOCUMENTS:

Evaluation Matrix
Service Agreement