



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of August 15, 2017  
Action Item for the City Council Meeting of August 22, 2017

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**DATE:** August 15, 2017

**TO:** Margie C. Rose, City Manager

**FROM:** Steve Viera, Director Human Resources  
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<b>Temporary Staffing Services</b>
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### **CAPTION:**

Motion authorizing the City Manager or designee to execute service agreements with Advance'd Temporaries, Inc. of Corpus Christi, Texas and Genesis Professional Solutions of San Antonio, Texas for temporary staffing services in accordance with Request for Proposal (RFP) No. 1096, based on best value for a total amount not to exceed \$250,000 for each agreement for a grand total of \$500,000. The term of these agreements is for one year with option to extend for up to three additional one-year periods, subject to the sole discretion of the City.

### **PURPOSE:**

This item is to provide an update of the City's Temporary Staffing Program and request authorization to execute a service agreement with two vendors selected through the City's RFP process based on best value.

### **BACKGROUND AND FINDINGS:**

#### **City's Temporary Staffing Program:**

The City has been utilizing four (4) temporary staffing agencies: Unique, Advanced, Express and Remedy to fulfill departmental temporary staffing needs. On May 24, 2016, Human Resources reported a projected temporary staffing services cost from May 2016 to April 2017 of approximately \$9,000,000. On August 1, 2016, the City implemented the City's Temporary Staffing Program to gain control and oversight on program administration, reduce annual temporary costs and create a pool of qualified candidates that would pass the City's stringent pre-employment screening process for potential temporary to regular employee hire status.

To date, the Human Resources department has transitioned and/or hired approximately 230 temporary workers, and placed in the City's Temporary Staffing Program. Additionally, 26 temporary workers have transitioned from City temporary employment status to City full-time employee status. Human Resources has projected an annual cost savings of \$1,919,160. To date, the City has no agency temporary workers on staff.

**Temporary Employment Service Contracts:**

In conjunction with the implementation of the City's Temporary Staffing Program, Human Resources worked with the Purchasing Department and issued an RFP to numerous local and non-local temporary staffing agencies. 18 temporary agencies submitted their proposals for consideration, and were scored by a selection committee. The top four agencies were interviewed. Advance'd Temporary Services and Genesis Temporary Services were the two temporary service agencies that were selected. The annual contracts are valued up to \$500,000 with three one-year options. The selected temporary staffing agencies will be utilized if Human Resources cannot fill a position through the City's temporary candidate pool.

**ALTERNATIVES:**

There are no other alternatives.

**OTHER CONSIDERATIONS:**

N/A

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures along with the State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

N/A

**DEPARTMENTAL CLEARANCES:**

Various City Departments

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$41,667	\$458,333	\$500,000
Encumbered / Expended Amount			
This item	\$41,667	\$458,333	\$500,000
BALANCE	\$0	\$0	\$0

Fund(s): Various City Departments

Comments: The City's Temporary Staffing Program will be utilized by various City departments on an as needed basis. Annual funding will be requested during each of the following budget years by the various departments. The initial combined contract value is \$500,000. The total contract value is \$2,000,000 if all option years are executed.

**RECOMMENDATION:**

Human Resources recommends approval to award service contracts to Advance'd Temporary Services and Genesis Temporary Services.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement – Advance'd Temporaries, Inc.

Form 1295 – Advance'd Temporaries, Inc.

Service Agreement – Genesis Professional Solutions

Form 1295 – Genesis Professional Solutions

Evaluation Matrix