



AGENDA MEMORANDUM

Action item for the City Council Meeting of January 14, 2020

DATE: January 14, 2020

TO: Peter Zaroni, City Manager

FROM: Rosa Medina, Director of Human Resources
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<p>Service Agreement for Temporary Staffing Services for the City's Temporary Staffing Program</p>

CAPTION:

Motion authorizing a two-year service agreement, with one additional one-year option with Unique Employment, LTD. of Corpus Christi, Texas in an amount not to exceed \$500,000.00 for the initial term and a total potential contract value not to exceed \$750,000.00, for temporary staffing services to be used by various departments with prior approval from Human Resources on an as needed basis, effective upon issuance of a letter of acceptance, with FY 2020 funding available from various departmental funds.

SUMMARY:

This motion authorizes a two-year service agreement, with one additional one-year option with Unique Employment, LTD. for temporary staffing services to be used by various departments with prior approval by Human Resources on an as needed basis.

BACKGROUND AND FINDINGS:

On August 1, 2016, the City implemented the City's Temporary Staffing Program to gain control and oversight on program administration, reduce annual temporary staffing 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. Additionally, the City also provides internal temporary staffing services to provide basic labor resources to various City departments. In the last fiscal year, we maintained a monthly average headcount of 120 active internal City temporary staff. This included positions such as Utility Technicians, Laborers, and Administrative staff.

To support these efforts, the City's recruitment office partners with a staffing agency to provide labor resources to our internal departments in a timely fashion. This includes

challenging/difficult to fill positions such as GIS Technicians and Engineers. In the last fiscal year, we filled 54 temporary requests through external agency support for a total expenditure of \$166,899.59. The City previously held a contract for staffing services with Advance Temporaries Inc. up to termination of their contract as they no longer service the Corpus Christi area.

The Contracts and Procurement Department conducted a competitive Request for Proposal to obtain proposals for a new contract. The City received three proposals. The proposals were evaluated, and the City interviewed all three firms. Included on the interview panel were representatives from the Human Resources Department, the Development Services Division, Risk Management Services, and the Executive Offices Division. The pricing was evaluated and scored. Final scores were tabulated for each firm to determine the highest-ranking firm offering the best value to the City for temporary services. Staff is recommending award to Unique Employment, LTD as the highest-ranking firm.

ALTERNATIVES:

The alternative is to continue the City's Temporary Staffing Program, without partnering with a staffing agency. This may lead to a delay in filling the departments' work requirement for temporary workers.

FISCAL IMPACT:

The fiscal impact is undetermined due to the nature of this agreement, which is based on departmental staffing needs. The City's Temporary Staffing Program will be utilized by various City departments. Annual funding of \$250,000 is available and will be funded by the various departments FY2020 budget.

RECOMMENDATION:

Staff recommends approval of this motion authorizing a two-year service agreement with one additional one-year option with Unique Employment, LTD. for temporary staffing services as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix