



AGENDA MEMORANDUM

Action Item for the City Council Meeting August 24, 2021

DATE: August 24, 2021

TO: Peter Zaroni, City Manager

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Temporary Staffing for Health Clinic Services

CAPTION:

Motion authorizing a two-year service agreement with Unique Employment I, LTD., of Corpus Christi, Texas, in an amount not to exceed \$1,000,000.00 for temporary staffing for health clinic services related to COVID-19 for the Corpus Christi – Nueces County Public Health District with FY 2021 funding in the amount of \$83,333.00 available through the 1066 – Health Grants Fund.

SUMMARY:

This motion authorizes a two-year service agreement with Unique Employment I, LTD. to obtain qualified, vetted, and competent temporary personnel on a timely basis to assist with surge capacity staffing needs related to COVID-19 for the Corpus Christi – Nueces County Public Health District.

BACKGROUND AND FINDINGS:

In February of 2021 the Corpus Christi-Nueces County Public Health District applied for COVID-19 vaccination supplemental funding from the Texas Department of State Health Services. Due to the success of the multi-faceted vaccination plan, program, and infrastructure developed by the Public Health District, the State awarded an \$18 million grant for the City to continue and expand its work.

The \$18 million grant was approved by City Council on May 11, 2021. As stated during the May 11 City Council meeting, the grant would primarily fund two components. The first component is temporary staff to provide relief to the ranks of the Health Departments own workforce. The second component is for a turn-key vaccination service. The proposed service agreement is for the staff augmentation and relief. The turn-key program will be taken to Council on a later date.

The service agreement will provide qualified temporary personnel for positions including, but not limited, to, Phone Bank Operators, Office/Data Entry Clerks, EMT's and medical personnel such as Medical Assistants, LVN's and Registered Nurses (RNs). The number of temporary positions will be dependent on the Health District's need to respond to COVID-19 vaccination, testing, or related tasks. Expenditures for these temporary positions are estimated to be \$5,000 to \$25,000 a week, based on the level of response required.

The service agreement related to this proposed motion is supported through funding from the COVID-19 Vaccination Capacity Contract with the Texas Department of State Health Services.

PROCUREMENT DETAIL:

Contracts and Procurement conducted a competitive Request for Proposals (RFP 3660) process to obtain proposals for Temporary Staffing for Health Clinic Services. Nine firms submitted for the Temporary Staffing for Health Clinic Services project. Unique Employment I, LTD. was selected for the Temporary Staffing for Health Clinic Services project. Unique Employment I, LTD. was the highest ranked firm.

The selection committee was comprised of representatives from Human Resources and the Health Department. The final evaluation ranked and qualified Unique Employment I, LTD. as the highest ranked firm based on two factors: 1) firm's experience, and 2) understanding of project scope.

Unique Employment I, LTD. Currently provides temporary staff for Human Resources for various City departments on an as needed basis and have met performance requirements.

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 Health Department's work requirement for temporary workers.

FISCAL IMPACT:

The fiscal impact for FY21 is an estimated amount of \$83,333.00. This agreement is a 'not to exceed' amount of \$1,000,000 and will be based on Public Health District staffing needs related to COVID-19.

FUNDING DETAIL:

Fund:	1066	Health Grants
Organization/Activity:	831557F	COVID-19 Immunization
Mission Element:	103	Health Disease Prevention
Project # (CIP Only):	N/A	
Account:	530070	Temporary Services
Amount:	\$83,333.00	

RECOMMENDATION:

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

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix