Subject: Request for Proposals for Temporary Personnel Services

RECOMMENDED ACTION: [   ] Information Only [ x ] Recommended Motion

Authorize the issue of a Request for Proposal (RFP) for Temporary Personnel Services

Fiscal Impact: Budgeted

Background/Discussion:

The Human Resources Department is responsible for the procurement of temporary or contract help for the District. We are minimizing use of temporary staff at AC Transit and will only use the services when absolutely essential. On October 23, 1996, (GM Memo 96-279) the Board authorized the District to issue a Request for Proposals (RFP) for Temporary Personnel Services. Effective July 1, 1997, the contract was awarded to Volt Services Group for a period of two (2) years, with options for three (3) additional one-year periods. To comply with Federal procurement regulations, Staff is requesting the Board’s approval to issue an RFP to solicit temporary personnel agencies for contracts.

BOARD ACTION: Approved as Recommended [ ] Other [ ]
Approved with Modification(s) [ ]

"To be filled in by Board Secretary after Board/Committee meeting"

The above order was passed and adopted on ____________________, 2002.

Rose Martinez, District Secretary

By ___________________________
Prior Relevant Board Actions/Policies:  Board Policy No. 350, requires Board approval for solicitation of professional services in excess of $49,999.

Attachments:  Scope of Services
Evaluation Process

Approved by:  Kurt De Stigter, Human Resources Director

Prepared by:  Dawn Graeff, Human Resources Manager

Date Prepared:  February 4, 2002
AC Transit is requesting proposals from temporary agencies to provide temporary personnel services in one or more of the areas listed below. Given the urgency and diversity of the services required, more than one agency will be selected to provide services for each area.

Clerical/Administrative
Professional
Legal Services
Information Systems & Technology
Technical
Finance
Light Industrial

Positions may include, but are not limited to, the following:

Administrative Assistant
Senior Administrative Assistant
Typist Clerk
Human Resources Assistant
Senior Human Resources Representative
Senior Claims Representative
Senior Marketing Representative
Contracts Specialist
Legal Assistant
Data Entry Operator
Graphics Artist
PC Network Support Analyst
Senior Programmer Analyst
Network Engineer
Financial Analyst (Budget/Payroll/Treasury, Accounting, etc.)
Senior Financial Analyst (Budget/Payroll/Treasury, Accounting, etc.)
Parts Clerk

The need for temporary personnel varies in scope, volume, and urgency. Therefore, the Contractor shall provide the District with qualified temporary personnel within one (1) business day of the temporary personnel requests for lower-level positions, and two (2) business days for higher level professional positions, whenever possible.

Contractors will provide computerized billings once a month and status reports once a day when an order is in progress.

AC Transit’s agreement with a temporary Contractor is non-exclusive. The District will not be required to pay any conversion fees for any temporary personnel that seek employment with the District after ninety (90) calendar days or three (3) months of temporary work, unless specifically agreed upon in the initial contract for specific, professional placements which may be prorated on a different schedule, not to exceed six (6) months of temporary employment.

Temporary personnel placement and related services will include recruiting, screening, testing, orienting, and providing the District with qualified, reliable temporary personnel;
screening all referred employees according to District standards and test criteria prior to placement; conducting reference checks; criminal background checks for temporary employees in finance or information services positions and information technology; if necessary, establishing secondary resources including subcontractors to fill specialized personnel requests in a timely manner.

The temporary Contractor will provide for Workers’ Compensation, liability and required insurance, withholding taxes, unemployment insurance, social security contributions, sufficient cash flow to meet payroll demands weekly and timely, and other legal and statutory requirements.

**District Responsibilities**

The District will assign a project manager or other designated representative who will coordinate activities with the Contractor. All contacts with the District shall be made through this project manager or a designated representative. Directions from other District personnel will not constitute a commitment by the District.

The District will make available to the Contractor all documents, such as position classification descriptions, as needed by the Contractor to perform the work. All such materials shall remain the property of the District and shall be treated as confidential unless otherwise specified. All such materials shall be returned to the District at termination of contract or such other time as the District may determine.

**Compensation**

Contractor will be compensated for services based on the Rate and Fee Schedule approved by the District, which shall be incorporated in the Agreement. The approved Rate and Fee Schedule shall be full compensation for all services to be performed including all applicable surcharges such as taxes, insurance, fringe benefits, indirect costs, overhead, profit allowance, and materials, and supplies.

A temporary employee will not normally be paid more than the hourly rate paid to a permanent District employee in the same classification at step one or two of the grade for that classification. Regular AC Transit employees work a thirty-seven and a half (37.5) hour work schedule. Temporary employees may work up to a forty (40) hour work schedule. Additionally, any overtime hours (hours over forty (40) in a week or eight (8) in a day) must be approved by a department director or appointed designee.

The District is requesting that Proposers submit Proposals with quotations for hourly billing rates for the representative sample of the employee classifications cited in this RFP. The Proposer(s) awarded this Contract [the Contractor(s)] may also be occasionally invited to propose temporary personnel for other positions not specifically referenced in this RFP. The hourly billing rate for those positions will be negotiated on a case-by-case basis. The District is also requesting that Proposers indicate what percentage of the billing rate will be retained by the Proposer.

If during the term of the Agreement, the Contractor incurs increases in Federal Insurance Contribution Act (FICA), Federal Unemployment Tax Act (FUTA), State Unemployment Insurance (SUI), and Workers’ Compensation, the billing rates will be increased in a commensurate manner with sufficient notification to the District.
Evaluation Process

Evaluation Process and Criteria:

The Evaluation process will include evaluation of the written proposals and also oral evaluations of proposers as follows:

Technical Criteria

Criteria for Written Proposals:
- Staff qualifications and experience in providing temporary personnel services on behalf of public service agencies 15
- Clear Written presentations of activities used to identify, test, and select candidates to fill temporary help assignments, including outreach activities designed to develop a diverse work force 15
- A detailed description of Proposer’s invoicing, billing and reporting capabilities, including sample documentation 10
- Firm’s demonstrated ability to select quality personnel that have job appropriate skills 30

Cost Criteria

Cost Proposal 30

Total Possible Points 100

An appropriate evaluation committee will be chosen to assess the submitted RFPs.

We expect the committee participants to be the Human Resources Manager, Recruitment Administrator, an Information Services Manager and an appropriate person from Finance.