



## Agenda Report Details (With Text)

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**Title:** TEMPORARY EMPLOYMENT SERVICES

**Sponsors:** Laura Maravilla

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Date	Ver.	Action By	Action	Result
5/10/2023	1	ADMINISTRATION COMMITTEE		

**FROM:** Robert Thompson, General Manager  
Originator: Laura Maravilla, Director of Human Resources

**SUBJECT:**

**TEMPORARY EMPLOYMENT SERVICES**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve Temporary Employment Services Contracts, Specification No. S-2023-1388BD, for the period beginning July 1, 2023 through June 30, 2026 with two one-year renewal options, to the following:

Project Partners, Inc.  
Howroyd-Wright Employment Agency, Inc.  
CathyJon Enterprises, Inc. dba: HB Staffing  
Advanced Resources, LLC  
SoftHQ, Inc.  
Astrix Software Technology, Inc.  
Compu-Vision Consulting Inc.  
22nd Century Technologies, Inc.  
Harvest Technical Services, Inc.  
EMPLOI GROUP INC.

- B. Approve the combined not to exceed amounts for all service contracts to meet the Board approved annual budget for Temporary Employment Services, which is \$578,400 for FY 2023-24;

- C. Approve an annual contingency of 10%; and
- D. Authorize the General Manager to add or remove staffing firms from the available qualified pool, as needed, to meet work requirements identified by the Human Resources Department.

## **BACKGROUND**

Temporary workers are hired for a limited duration through third-party staffing firms when regular employees are not available to cover for employee absences due to illness, vacation, and leave of absence; or for unforeseen circumstances such as increased work demands due to regulatory changes. In addition, temporary workers are also used for approved special projects and budgeted capital improvement projects (CIP) that are non-engineering related.

The cost of a temporary worker includes the worker's hourly rate in addition to a "mark-up" rate, which is payment to the staffing firm to cover the benefits provided to the temporary worker and overhead costs. The key advantage associated with temporary staffing is flexibility since temporary workers are used for adjusting staffing levels quickly and for a limited timeframe.

In May 2018, the Orange County Sanitation District's (OC San's) Board of Directors approved entering into contracts for Temporary Employment Services for a one-year period, with four one-year renewal options. The final renewal option expires June 30, 2023.

## **RELEVANT STANDARDS**

- Ensure the public's money is wisely spent
- Comply with OC San Policy 1.11, Temporary Workers
- Comply with applicable employment laws

## **PROBLEM**

The current agreements for temporary workers expire in June 2023.

## **PROPOSED SOLUTION**

Approve Temporary Employment Services Contracts for the amounts authorized in each fiscal year's budget and authorize the General Manager to add or remove staffing firms from the available qualified pool, as needed, to meet work requirements identified by the Human Resources Department.

## **TIMING CONCERNS**

The Board of Directors' approval is necessary to ensure OC San meets its changing staffing needs and workload demands are met.

## **RAMIFICATIONS OF NOT TAKING ACTION**

OC San will not have access to temporary staffing services to offset staffing needs that were not pre-planned during the budget process.

**PRIOR COMMITTEE/BOARD ACTIONS**

May 2018 - Board approved entering into contracts for Temporary Employment Services for a one-year period, with four one-year renewal options based on the request for proposals (RFP) procurement process.

**ADDITIONAL INFORMATION**

A Request for Qualifications was issued on February 16, 2023 via PlanetBids. Statement of Qualifications were due on March 14, 2023. OC San received 19 proposals valid for 180 calendar days from the proposal opening date.

Prior to receipt of proposals, an evaluation team was formed consisting of the following OC San staff: Senior Human Resources Analyst, Human Resources Analyst, Environmental Supervisor, and Information Technology Manager. The team was chaired by a Purchasing representative as a non-voting member. On March 16, 2023, the evaluation team met to discuss the policies and procedures for the evaluation process.

Individual scoring was the chosen method of evaluation for this procurement. Members of the team performed an independent review of the proposals and later met as a group with the Buyer to discuss their preliminary scores and discuss any questions/concerns they had. Proposals were evaluated based on the following criteria:

CRITERION	WEIGHT
1. Qualifications of Firm	40%
2. Staff Qualifications	35%
3. Work Plan/Understanding of Work	25%

The evaluation team reviewed and scored the proposals based upon the criteria listed above.

Rank	Proposer	Criterion 1 (Max 40%)	Criterion 2 (Max 35%)	Criterion 3 (Max 25%)	Subtotal Score (Max 100%)
1	Project Partners, Inc.	28%	31%	19%	78%
2	Howroyd-Wright Employment Agency, Inc.	25%	31%	18%	74%
3	CathyJon Enterprises, Inc. dba: HB Staffing	25%	30%	18%	73%
4	Advanced Resources, LLC	23%	28%	18%	69%
5	SoftHQ, Inc.	24%	26%	16%	66%

6	Astrix Software Technology, Inc.	23%	25%	15%	63%
7	Compu-Vision Consulting Inc.	22%	24%	17%	63%
8	22nd Century Technologies, Inc.	21%	27%	15%	63%
9	Harvest Technical Services, Inc.	21%	27%	15%	63%
10	EMPLOI GROUP INC.	22%	24%	15%	61%
11	RADgov, Inc.	19%	24%	14%	57%
12	Lancesoft Inc.	18%	22%	15%	55%
13	Health Advocates Network, Inc.	19%	21%	14%	54%
14	MoxieIT Solutions Inc.	19%	20%	14%	53%
15	Noor Staffing Group	18%	22%	12%	52%
16	Lisscombe Solutions, LLC	19%	18%	12%	49%
17	Sierra Cybernetics, Inc.	17%	19%	12%	48%
18	Signature Staffing, Inc.	17%	19%	11%	47%
19	Cambay Consulting LLC	14%	16%	12%	42%

Based on these results, staff recommends approving service contracts with those companies that achieved a score of 60% or higher:

- Project Partners, Inc.
- Howroyd-Wright Employment Agency, Inc.
- CathyJon Enterprises, Inc. dba: HB Staffing
- Advanced Resources, LLC
- SoftHQ, Inc.
- Astrix Software Technology, Inc.
- Compu-Vision Consulting Inc.
- 22nd Century Technologies, Inc.
- Harvest Technical Services, Inc.
- EMPLOI GROUP INC.

The term of these Contracts is recommended to begin July 1, 2023 through June 30, 2026 with two optional one-year renewals.

**CEQA**

N/A

**FINANCIAL CONSIDERATIONS**

This request complies with authority levels of the OC San's Purchasing Ordinance. This item has been budgeted in the proposed FY 2023-24 budget update.

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Draft Temporary Employment Service Contracts