

AGENDA



Thursday, May 3, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 22

Subject: Authorize award and execution of a 24-month requirements service contract with TEXAS RECRUITERS LTD., Tyler, TX for medical personnel recruitment services in an estimated amount not to exceed \$300,000, with two 12-month extension options in an estimated amount not to exceed \$150,000 per extension option, for a total estimated contract amount not to exceed \$600,000.

Amount and Source of Funding: Funding in the amount of \$62,500 is available in the Fiscal Year 2006-2007 Approved Operating Budget of the Community Care Services Department. Funding for the remaining 19 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Barbara McConnell, BuyerII/972-4009

Purchasing Language: Lowest bid meeting specifications of three bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will allow the Community Care Service Department (CCSD) to utilize the services of a professional medical recruiting firm to recruit full-time medical staff. CCSD will request assistance in filling the following positions: physicians, physician assistants, nurse practitioners, licensed pharmacists, clinical pharmacists, dentists and dental hygienists. The contractor will coordinate candidate visits, conduct background and reference checks, furnish candidate profiles, and conduct candidate interviews if requested by CCSD. Staff recruited will be placed in regular City of Austin positions as needed at CCSD's community health centers and dental clinics.

MBE/WBE solicited: 2/3

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Ninety notices were sent, including two MBEs and four WBEs. Five solicitations were issued. Three bids were received with no response from the MBE/WBEs. Two "No Bid"s were received.
- c. This is first contract of this type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Lowest bid meeting specifications.
- b. The Purchasing Office concurs with the Community Care Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.