



## Recommendation for Action

**File #:** 20-1255, **Agenda Item #:** 35.

2/20/2020

### Posting Language

Authorize negotiation and execution of two multi-term contracts with Howroyd-Wright Employment Agency Inc. D/B/A AppleOne Employment Services and St. Vincent DePaul Rehabilitation Service of Texas, Inc. D/B/A Peak Performers, to provide temporary staffing services, each for up to five years for total contract amounts not to exceed \$7,500,000, divided between the contractors.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### Lead Department

Purchasing Office.

### Client Department(s)

All City departments.

### Fiscal Note

Funding in the amount of \$1,000,000 is available in the Fiscal Year 2019-2020 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

### Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 5800 JSB3001 for these services. The solicitation issued on July 29, 2019 and it closed on August 29, 2019. Of the 18 offers received, the recommended contractors submitted the best evaluated responsive offers. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130962)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=130962](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130962)>.

### For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or email to:

[AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: John Besser, at 512-974-2261 or email to:

[john.besser@austintexas.gov](mailto:john.besser@austintexas.gov) <<mailto:john.besser@austintexas.gov>>.

### Additional Backup Information:

These contracts will provide temporary staffing services for City departments on an as-needed basis. Temporary staffing services will be provided in the following four categories: administrative, light industrial, technical, and professional positions.

Examples of positions that will be filled through this contract include:

- Administrative: Cashier; Golf Shop Associate; Mail Services Clerk
- Light industrial: Landscape Tech; Public Event Worker
- Technical: Painter; Welder
- Professional: Graphic Designer; Human Resources Specialist

The Human Resources Department will manage the requests for services, as well as the expectations defined in the scope of work. These contracts will provide departments an opportunity to meet their temporary staffing needs while maintaining essential standards of performance. These contracts replace the current contract expiring on April 13, 2020.

Howroyd-Wright Employment Agency, Inc. D/B/A AppleOne Employment Services is certified as a Minority Business Enterprises (MBE) by the National Minority Supplier Development Council and certified as a Woman-owned Business by the Women’s Business Enterprise National Council. St. Vincent DePaul Rehabilitation Service of Texas, Inc. D/B/A Peak Performers is a non-profit community rehabilitation program with 75% of their board composed of women and 46.6% of their associates being minority. Currently 89% of their employees have an Americans with Disabilities Act Amendments Act defined disability.

An evaluation team with expertise in this area evaluated the offers and scored Howroyd-Wright Employment Agency Inc. D/B/A AppleOne Employment Services and St. Vincent DePaul Rehabilitation Service of Texas, Inc. D/B/A Peak Performers as the best to provide these services based on company capability and solution, demonstrated applicable experience, personnel qualifications, price, service-disabled veteran business enterprise and local preference.

The requested authorization amount is based on department estimates and historical spend and was determined based on pricing submitted in response to the solicitation and the City’s annual usage.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$3,000,000
Optional Extension 1	1 yr.	\$1,500,000
Optional Extension 2	1 yr.	\$1,500,000
Optional Extension 3	1 yr.	\$1,500,000
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$7,500,000</b>

**Note:** Contract Authorization amounts are based on the City’s estimated annual usage.