

REPORT TO THE CITY COUNCIL AND SUCCESSOR AGENCY



DATE: May 20, 2014

TITLE: Proposed Agreement for Temporary Staffing Services

Prepared by: Luke Rainey, IT / Human Resources Manager

Reviewed by: Nicholas Hermesen, Deputy City Attorney

RECOMMENDATION

Authorize the City Manager to execute an agreement with Desert Personnel @Work to provide temporary staffing services to the City of Desert Hot Springs in an amount not to exceed \$50,000.

DISCUSSION

The City of Desert Hot Springs invited proposals from qualified temporary staffing agencies during the period of 1/14/2014 – 3/17/2014. The Request for Proposal (RFP) asked for hourly rate quotes for nine typical municipal positions and any associated conversion fees for temporary-to-direct hiring. Experience in sourcing candidates from a local workforce was specified as a preferred qualification. Seven staffing companies were sent the RFP and it was posted on the City's website.

The City received nine proposals. City Staff members reviewed and ranked the top four proposals based on the hourly rates provided for the nine positions and any indicated experience with local resources. Desert Personnel @Work was ranked #1 for providing competitive rates, a 0% conversion fee (after 500 hours), and demonstrating local experience through references and a verified office location. Please refer to Exhibit 2.

Contracting with a temporary staffing agency provides the City with cost effective staffing resources in order to meet current and future workload demands. By contracting with a staffing agency, the City's costs associated with hiring, benefits, retirements, taxes and long-term compensation are significantly reduced when compared to hiring project and full time employees.

FISCAL IMPACT

Payments for temporary staffing services must be in accordance with the hourly rates listed in Exhibit A and cannot exceed the annual budget appropriation for such services. The contracted amount is not to exceed \$50,000.

EXHIBIT(S)

1. Request for Proposal (RFP) for Temporary Staffing Services
2. RFP Response Matrix
3. Proposed Contract with Desert Personnel @Work
4. RFP Mailing List
5. Desert Personnel @Work RFP Response