



Date: July 10, 2012

To: Thomas J. Bonfield, City Manager

Through: Wanda Page, Deputy City Manager

**From: Alethea C. Bell, Human Resources Director
Virginia H. Jones, Human Resources Manager**

Subject: 2012-2015 Temporary Staffing Agencies Recommendations

Executive Summary

Staff recommends that the City Council authorize the City Manager to execute master agreements for Professional Temporary Staffing Agencies with the recommended “Temporary Staffing Agencies” identified below.

The list provides a flexible and effective way to handle extra workloads covering a varied range of professional needs without incurring permanent additional employment costs. By using contingency employees the city can have the benefit of finding individuals who have been screened and trained. Staff would like to engage professional temporary staffing services to provide contingency employees to fulfill these needs on an as needed basis for a period of three (3) years from July 1, 2012 to June 30, 2015.

Recommendations

Staff recommends that the City Council authorize the City Manager to execute master agreements for professional temporary staffing agencies with the agencies below for the period July 1, 2012 through June 30, 2015.

Temporary Staffing Agencies

- 1. 22nd Century Technologies, Inc**
120 Penmarc Drive,
Suite 118
Raleigh, NC 27603

- 2. Abacus Corporation**
610 Gusryan Street
Baltimore, MD 21224

- 3. Accounting Principals**
5400 Trinity Road
Suite 204
Raleigh, NC 27607

- 4. Avant**
5011 South Park Drive
Suite 250
Durham, NC 27713
- 5. AppleOne Employment Services**
5511 Capital Center Drive,
Suite 104
Raleigh, NC 27606
- 6. Davis Technical Staffing and Consulting, LLC**
2726 Croasdaile Drive
Suite 208
Durham, NC 27705
- 7. Express Employment Professionals**
5306 NC highway 55
Suite 103
Durham, NC 27713
- 8. LGS Employee Solutions, LP**
5356 Peachtree Boulevard #256
Atlanta, GA 30341-2235
- 9. Patriot Services Employment Agency**
1429 A Westover Terrace
Greensboro, NC 27408
- 10. ProSidian Consulting, LLC**
5500 Open Book Lane
Charlotte, NC 28270
- 11. Ultimate Staffing Services**
2501 Blue Ridge Road,
Suite 250
Raleigh, NC 27607
- 12. Wimbush Associates**
200 Meredith Drive
Suite 202
Durham, NC 27713

This recommendation supports Council strategic goal #4 Well Managed City: Provide professional management that is accountable, efficient, and transparent.

Background

City departments seeking to hire temporary employees need assistance in their daily operations and/or with specific time-limited projects. Authorized vendor(s) contract with

departments to provide temporary employees to assist departments in meeting the needs of their daily operations and/or completing specific time-limited projects as defined by the hiring department(s). Hiring departments may request temporary employees in the following areas: clerical/administrative, labor, light industrial, financial/accounting, professional and technical.

In the past City of Durham departments frequently contracted with temporary staffing agencies and failed to verify on an ongoing basis that the agencies were in compliance with the City of Durham's licensing and insurance requirements. This could lead to costly and difficult to resolve liability claims on the City of Durham. In an attempt to address this concern the City of Durham decided to request proposals from temporary staffing agencies interested in partnering with the City to offer services. A final temporary staffing agencies list is then presented to City Council for consideration and approval.

Request for proposals to provide temporary staffing services were solicited in March 2012. The Human Resources Department received proposals from nineteen (19) temporary staffing agencies. Human Resources staff requested assurances that all work will be in compliance with Federal, State and local statutes including but not limited to equal employment practices, the Fair Labor Standards Act, the Equal Pay Act and the City's SDBE program.

Issues and Analysis

A volunteer review evaluation committee was organized and the members of the evaluation committee reviewed eligible submissions and made recommendations to Human Resources staff. The agencies listed above were selected as the temporary staffing agencies most suitable for meeting the City of Durham's temporary staffing needs.

Of the nineteen (19) submissions received by the City of Durham three agencies failed to be considered during the review process because they failed to complete the SDBE requirements so were not eligible for consideration. Four agencies scored so low that the employee evaluation committee did not recommend them to Human Resources staff.

The Human Resources Department reviewed and evaluated the evaluation committee recommendations. The following criteria were used in the proposal evaluation process.

- a. Understanding the Project
- b. Methodology used for the Project
- c. Management Plan for the Project
- d. Experience & Qualifications
- e. Contract Cost

The temporary staffing agencies list will allow City of Durham staff to select the temporary staffing agency that can best meet departmental staffing needs. This will also permit Staff to negotiate a scope and fee for services with another firm should negotiations with one firm prove unsuccessful.

Getting City Council approval for a temporary staffing agencies list eliminates the necessity for the various City of Durham departments to seek City Council approval each time they want to enter into a contract for temporary staffing services.

Until now the City solicited temporary staffing agencies every two years. The current list expires on June 30, 2012. The attached 2012 list of temporary staffing agencies will remain effective until June 30, 2015.

Alternative

An alternative to Staff's recommendation is to continue to solicit temporary staffing agencies every two years. Staff does not recommend this option.

Fiscal Impact

Cost incurred will vary with the actual contract (agencies) selected. Each department that engages the services of a temporary staffing agency will be responsible for payment of services.

SDBE Summary

It is a mission of the City to increase minority participation in the vendorship of the City's benefits programs. Human Resources and the Equal Opportunity/Equity Assurance (EO/EA) Department staff work closely with current vendors to help increase minority participation and the appreciation of diversity. EO/EA has reviewed the information for all of the vendors represented in this recommendation.

The EO/EA department collects quarterly EEO statistics from vendors. EO/EA has determined that recommended vendors are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The compliance report from EO/EA has been submitted by staff. **See Attachment #1 SDBE Requirements.**

Attachments

1. SDBE Requirements

4 pages