

BOARD MEETING DATE: June 6, 2014

AGENDA NO. 8

PROPOSAL: Establish List of Prequalified Providers for Temporary Employment Services

SYNOPSIS: On March 7, 2014, the Board approved release of an RFQ for temporary employment services. This action is to establish a list of prequalified agencies that will be used as needed to obtain temporary employment services for a three-year period, from July 1, 2014 to June 30, 2017.

COMMITTEE: Administrative, May 9, 2014, Recommended for Approval

**RECOMMENDED ACTION:**

Approve the agencies listed in Attachment B as prequalified vendors to provide temporary employment services, as needed, from July 1, 2014, through June 30, 2017.

Barry R. Wallerstein, D.Env.  
Executive Officer

WJ:BB

---

**Background**

On March 7, 2014, the Board approved release of RFQ #Q2014-04 to establish a list of prequalified temporary employment services agencies from which temporary employment services can be purchased, as needed, over the next three-year period, covering July 1, 2014 through June 30, 2017.

The RFQ covered four major categories of temporary staffing: office/clerical, field/technical, laboratory support, and computer-related services. When temporary staffing is needed, competitive bids are solicited from all prequalified providers listed for the respective job category. Final selection of a candidate is based on the cost to SCAQMD, the fit between job skills of temporary personnel available and SCAQMD's staffing needs, the pay provided the temporary employee, and the ability of the temporary employment services agency to provide any related services that might be needed. If temporary staffing needs arise that cannot be met by any of the prequalified agencies, other agencies may be selected to provide such staffing services.

## **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were notified by utilizing SCAQMD's own electronic list of certified minority vendors. Notice of the RFQ was e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

## **Bid Evaluation**

Over 120 notices of the RFQ were mailed out, and 24 proposals were received by the close of bidding at 2:00 p.m., April 9, 2014. Of those received, 23 proposals were deemed complete and contained the required documentation specified in the RFQ.

The panel evaluating proposals included a Senior Enforcement Manager, a Human Resources Manager, and an Acting Human Resources Analyst. Of these three panel members, one is African-American and two are Caucasian; one is female and two are male.

The panel evaluated the 23 proposals based on criteria specified in the RFQ, which included agency qualifications and responsiveness to the RFQ (Technical Score), and cost competitiveness (Cost Score), for a total of 100 points possible. In accordance with SCAQMD policy, additional points were awarded to agencies qualifying as a local business, small business, or disabled veteran business, as well as agencies subcontracting with small businesses or disabled veteran businesses.

Of the 23 proposals evaluated, 18 received the required minimum qualifying score of 65 or higher, out of a possible 100 points (Technical + Cost). Attachment A summarizes the results of the scoring process. Those 18 companies are recommended as qualified to provide temporary employment services in one or more of the categories sought, as listed in Attachment B. Of the 18 companies, all qualified as a local business and eight qualified as a small business enterprise (SBE).

## **Proposal**

Staff recommends approval of the agencies listed in Attachment B as prequalified to provide SCAQMD temporary employment services, as needed, through June 30, 2017.

**Resource Impacts**

There are no direct resource impacts relating to the prequalification of temporary employment services providers. The amount allocated for temporary employment services for each organizational unit is approved by the Board as part of SCAQMD's budget process.

**Attachments**

A – Evaluation Summary

B – Prequalified List of Temporary Employment Services Providers

## **ATTACHMENT A**

### **EVALUATION SUMMARY**

**RFQ 2014-04**

#### **Temporary Employment Services Providers**

<b>Vendor</b>	<b>Qualifying Score (Technical + Cost)</b>	<b>Additional Points</b>	<b>Total Points</b>
SIERRA CYBERNETICS	96.7	15.0	111.7
ADVANCED RESOURCES, LLC	81.0	15.0	96.0
ENTERPRISE RESOURCE SERVICES	79.0	15.0	94.0
AMVIGOR ENGINEERING SERVICES	78.3	15.0	93.3
MIDCOM DIVISION-ANAHEIM, CA	85.0	5.0	90.0
SUPERBTECH, INC.	74.3	15.0	89.3
SYNERGY SYSTEMS, INC.	74.0	15.0	89.0
LOGIN CONSULTING SERVICES, INC.	80.7	5.0	85.7
APPLEONE EMPLOYMENT SERVICES	78.7	5.0	83.7
PARTNERS IN DIVERSITY, INC.	68.3	15.0	83.3
LG PROFESSIONALS, INC.	68.0	15.0	83.0
LLOYD STAFFING, INC.	75.0	5.0	80.0
ADECCO USA, INC.	72.3	5.0	77.3
PHOENIX ENGINEERING, INC.	71.0	5.0	76.0
APR CONSULTING, INC.	70.3	5.0	75.3
PRELUDE SYSTEMS, INC.	68.0	5.0	73.0
JM TEMPORARY SERVICES	65.3	5.0	70.3
SOURCE ONE STAFFING	65.3	5.0	70.3

## **ATTACHMENT B**

### **PREQUALIFIED LIST Temporary Employment Services Providers**

**July 1, 2014 – June 30, 2017**

<b>VENDOR</b>	<b>STAFFING CATEGORIES</b>			
	<b>Office/ Clerical</b>	<b>Field/ Technical</b>	<b>Lab Support</b>	<b>Computer Related</b>
ADECCO USA, INC.	X	X	X	X
ADVANCED RESOURCES, LLC	X	X	X	X
AMVIGOR ENGINEERING SERVICES	X	X	X	X
APPLEONE EMPLOYMENT SERVICES	X	---	---	X
APR CONSULTING, INC.	X	X	X	X
ENTERPRISE RESOURCE SERVICES	X	X	X	X
JM TEMPORARY SERVICES	X	X	X	X
LG PROFESSIONALS, INC.	X	X	X	X
LLOYD STAFFING, INC.	X	--	X	X
LOGIN CONSULTING SERVICES, INC.	--	--	--	X
MIDCOM DIVISION-ANAHEIM, CA	X	X	X	X
PARTNERS IN DIVERSITY, INC.	X	---	---	X
PHOENIX ENGINEERING, INC.	X	---	---	X
PRELUDE SYSTEMS, INC.	---	---	---	X
SIERRA CYBERNETICS	X	X	X	X
SOURCE ONE STAFFING	X	X	X	X
SUPERBTECH, INC.	---	--	X	X
SYNERGY SYSTEMS, INC.	---	---	---	X