

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: July 9, 2013
SUBJECT: Temporary Help Services – SearchPros Staffing Inc.

ACTION REQUESTED

1. Approve the award of Request for Proposals (RFP) No. 10248 for Temporary Help Services to SearchPros Staffing Inc. of Citrus Heights in the maximum amount of \$150,000 for the period of July 9, 2013 to June 30, 2014, funded by the department budgets on an as-needed basis;
2. Approve the option to renew for two additional one-year terms provided the renewal amounts do not exceed 10 percent of the recommended contract amount of \$150,000; and
3. Authorize the Purchasing Manager to sign the resulting Countywide Blanket Purchase Order.

BACKGROUND

The County has historically maintained a blanket contract (BPO) with a placement firm for temporary staffing during periods of unusually high workload, intermittent employee absences, or to complete specific, short-term projects. The temporary help BPO is managed by the Personnel Department and is made available to all County departments when the County's standard temporary staffing programs are unable to fill department's needs. The current BPO will expire on August 31, 2013.

RFP No. 10248 was developed to solicit competitive proposals for a new Countywide BPO. Notices announcing the availability of the RFP were sent to 33 firms via Procurement's on-line bidding service, Public Purchase. Three following three firms submitted proposals:

<u>Name of Firm</u>	<u>Location</u>
SearchPros Staffing Inc.	Citrus Heights
Blue Ribbon Personnel Services	Auburn
Volt Workforce Solutions	Roseville

Proposals were evaluated by representatives of the Personnel Department, Health & Human Services, and Child Support Services in accordance with the evaluation criteria published in the RFP. The evaluation panel unanimously determined that SearchPros Staffing submitted the proposal which best meets the County's requirements.

FISCAL IMPACT

Personnel recommends the award of a BPO in the maximum amount of \$150,000 for the period July 9, 2013 to June 30, 2014. County departments budget for these expenses as necessary.

Cc: Nancy Nittler, Personnel Director
Lori Walsh, Assistant Personnel Director

