

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: June 16, 2015  
SUBJECT: Temporary Staffing Services – HR Management Inc.

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**ACTION REQUESTED**

1. Approve the award of competitive Request for Proposals No. 10429 for Countywide Temporary Staffing Services to HR Management Inc. of Oakland, CA in the maximum amount of \$600,000 for the period of July 1, 2015 to December 31, 2016, funded by 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 \$600,000.

**BACKGROUND**

Many County departments have a need for temporary staffing during periods of unusually high workload, intermittent employee absences, or to complete specific, short-term projects. The use of temporary staffing is not intended to replace or circumvent the County's standard hiring practices. To enable the use of these staff, a blanket purchase order (BPO) is generally established with an employment agency for use by all County departments. Placement is limited to the positions of Administrative Clerk-Journey and Account Clerk-Journey for most County departments, and Elections Technician and Elections Warehouse Worker for the County Clerk-Recorder/Registrar of Voters Department. All placements are overseen by the Personnel Department who assures that all appropriate policies and statutory regulations are followed. The current BPO will expire on June 30, 2015.

RFP No. 10429 was developed to solicit competitive proposals for a new Countywide BPO. Notices announcing the availability of the RFP were sent to 72 firms via Procurement's on-line bidding service, Public Purchase. A total of 39 firms accessed the solicitation. Responses were received from HR Management Inc. of Oakland, and Blue Ribbon Personnel of Auburn.

Proposals were evaluated by representatives of the Personnel Department, Health & Human Services, Child Support Services, and Elections in accordance with the evaluation criteria published in the RFP. The panel also interviewed both firms and unanimously determined that HR Management Inc. submitted the proposal which best meets the County's requirements.

**FISCAL IMPACT**

Upon your Boards approval the award of a BPO in the maximum amount of \$600,000 for the period July 1, 2015 to December 31, 2016 will be executed. County departments budget for these expenses as necessary.

Cc: Lori Walsh, Personnel Director  
Janeen DuPree, Personnel Analyst II, Personnel Department  
Ryan Ronco, Assistant Registrar-Recorder, Clerk-Recorder/Registrar of Voters Department

