To: ACHD Commissioners

From: Shari Knauss, Sr. Manager – Human Resources

Subject: Temporary Employment Services Agency – Staff Recommendation

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March 14, 2011

FACTS & FINDINGS

In January 2011, the District advertised a request for proposals for temporary services. The RFP closed on February 22, 2011.

The District currently utilizes A.E.S. Inc. for seasonal and temporary staffing needs. The agreement with A.E.S. Inc. will expire on April 4, 2011.

There were 2 qualified respondents for this request. Staff reviewed the proposals using the following criteria:

1. Firm History and Profile
2. Key Personnel
3. Other Information related to references & internal quality measures
4. Cost
5. ITD or other Disadvantage Business Enterprise (DBE) Certification

STAFF RECOMMENDATION

Based on the criteria above, staff recommends approval of a two-year agreement with Personnel Plus, with the option to extend the term for a further period of two years, if agreed by both parties.

FISCAL IMPACT

ACHD has budgeted $459,000 for temporaries during FY 2011. The overall all fee schedule submitted by Personnel Plus is lower than both our existing temporary fee schedule and the fee schedule submitted by the other respondent. Based on the fee schedule, we would estimate an annual savings of approximately $15,000 by approving the agreement with Personnel Plus.