



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 21-591, **Version:** 1

- a. Receive a report from the Human Resources Department on the selection process for RFP #10802 Temporary Staffing Services;
- b. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Temporary Staffing Services based on the criteria set forth in RFP #10802. The agreements are between the County of Monterey and the four (4) named vendors as follows: Slingshot Connections LLC, Manpower Group US Inc, Balance Staffing Workforce and HB Staffing, on an as-needed basis for the initial term of five (5) years from July 1, 2021, through and including June 30, 2026. The aggregate amount over the term of all Agreements shall not exceed \$12,000,000, in accordance with the terms and conditions set within each Agreement;
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one-year, similar additional Agreements for Temporary Staffing Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate June 30, 2026;
- d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments in order to comply with state or federal Minimum Wage increases as appropriate;
- e. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$12,000,000, even if no additional Agreements are entered.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a report from the Human Resources Department on the selection process for RFP #10802 Temporary Staffing Services;
- b. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Temporary Staffing Services based on the criteria set forth in RFP #10802. The agreements are between the County of Monterey and the four (4) named vendors as follows: Slingshot Connections LLC, Manpower Group US Inc, Balance Staffing Workforce and HB Staffing, on an as-needed basis for the initial term of five (5) years from July 1, 2021, through and including June 30, 2026. The aggregate amount over the term of all Agreements shall not exceed \$12,000,000, in accordance with the terms and conditions set within each Agreement;
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one-year, similar additional Agreements for Temporary Staffing Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate June 30, 2026;
- d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments in order to comply with state or federal Minimum Wage increases as appropriate;
- e. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$12,000,000, even if no additional Agreements are entered.

SUMMARY/DISCUSSION:

On June 22, 2021, the County Administrative Office - Contracts/Purchasing Division requested Board of Supervisors (BOS) approval and authorization to execute Countywide Service Agreements to provide Temporary Staffing Services based on the criteria set forth in RFP #10802. The agreements were between the County of Monterey and the four (4) named vendors as follows: Slingshot Connections LLC, Manpower Group US Inc, Balance Staffing Workforce and HB Staffing, on an as-needed basis for the initial term of five (5) years from July 1, 2021 through and including June 30, 2026 among other items for consideration. The BOS requested additional analysis be conducted and brought back to the BOS for consideration.

In collaboration with the Human Resources Department (HRD), the County Administrative Office - Contracts/Purchasing Division issued Request for Proposals (RFP) #10802 Temporary Staffing Services to solicit competitive proposals to provide temporary staffing to County departments as the current agreements were set to expire June 30, 2021.

The Scope of Work included in the RFP contained new criteria and reporting from previous RFPS's and were intended to address immediate declared local emergency needs, CalPERS retirement contributions, and compliance with California Government Code Section 31000.4 that dictate how many hours temporary staffing workers can work, and to ensure these temporary staffing workers do not become considered County employees. Attempts to regulate hours worked by temporary staffing workers in the past has revealed difficulties in maintaining both reporting and compliance.

The County received 36 competitive responsive proposals to the RFP that were evaluated fairly and equally by three Human Resources professionals with familiarity in the services being requested. The proposals were competitively evaluated based on the selection criteria and in accordance with Contracts/Purchasing guidelines. Proposals with combined evaluation scores above the 80th percentile were recommended by HRD for tentative awards. Of the four (4) selected, two are current vendors and three of the four are local vendors.

Approval of the agreements will enable the County to acquire Temporary Staffing Services on an as-needed basis for the term of five (5) years from August 1, 2021, through and including June 30, 2026. Services shall include but are not limited to the following: a) Send temporary staff worker to the location requested by the County, b) address immediate declared local emergency related operational needs, and c) provide required reports. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10802. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, and reduce the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$12,000,000. Copies of the Agreements are on file with the Clerk of the Board. County departments can enter into agreements outside the Countywide Service Agreements for Temporary Staffing Services as necessary and appropriate.

In addition, the recommendations include authorizing the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute similar additional Agreements for Temporary Staffing Services after one-year with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions; and to enter into amendments with current contracts to comply with any state or federal Minimum Wage increases that occur during the term of the agreements. Additions or amendments to the agreements do not affect the total aggregate amount authorized and shall expire June 30, 2026.

Lastly, it is recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to increase the cumulative 'not to exceed' amount by up to 10% of the original aggregate amount of \$12,000,000 whether or not additional agreements are executed. This authority will provide needed flexibility

to the County to deal with currently unanticipated needs.

In conclusion, the Human Resources Department is requesting the Board of Supervisors to approve the agreements with the recommended four (4) vendors as presented to the BOS on June 22, 2021

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel and Auditor Controller have reviewed and approved the Agreements as to form.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10802 is not anticipated to exceed \$12,000,000 over the five (5) year term.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled workforce that supports the mission of Monterey County.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

- 1) Presentation
- 2) Balance Staffing Workforce, Agreement
- 3) HB Staffing, Agreement
- 4) Manpower Group US Inc., Agreement
- 5) Slingshot Connections LLC, Agreement