



Good Neighbors

San Diego Housing Commission

REPORT

DATE ISSUED: May 9, 2006

REPORT NO: HCR 06-38

ATTENTION: Chair and Members of the Housing Commission

ITEM: 104

SUBJECT: Contract for Temporary Employment Agency Services

REQUESTED ACTION:

That the Housing Commission approve a temporary employment agency services contract between AppleOne Employment Services and the Housing Commission and forward to the Housing Authority for final approval.

STAFF RECOMMENDATION:

Authorize the President/CEO to negotiate and enter into a contract with AppleOne Employment Services for temporary employment services with the following terms:

1. The contract term will begin July 1, 2006 for the duration of two (2) years with three (3) additional one-year options.
2. The proposed expenditure for temporary employment agency services will not exceed \$500,000 in any twelve (12) month period.

SUMMARY:

The Housing Commission requires temporary employment agency services at all of its locations to fill vacancies due to absences for vacation, illness, disability, leave of absences and to temporarily fill permanently budgeted positions until recruitments or budget processes are finalized.

A request-for-proposal solicitation process was issued on March 27, 2006 and two responsive bids were received. Bidders were evaluated and scored based on the following selection criteria:

- Qualifications and Experience (30%)
- Scope of Services (45%)
- Cost (25%)

Based on the evaluation criteria considered in the procurement selection, the responsive bidders received the following scores from a procurement selection screening committee:

AppleOne Employment Services	339
Smart Staff Staffing Solutions	242



PREVIOUS COUNCIL and/or COMMITTEE ACTION:

On February 14, 2003 the Housing Commission authorized the CEO to enter into a contract with SELECT Personnel Services. The contract and subsequent extensions will expire June 30, 2006.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

Outreach for temporary services included a mailing to temporary agency services, a general notice published in the *San Diego Daily Transcript*, *La Prensa* and *Voice and Viewpoint* and a notification on the Housing Commission's web-site.

Respectfully submitted,

Craig Velte
Senior Program Analyst

**Signature on File
With Original Document**

Approved by,

Elizabeth C. Morris
President & Chief Executive Officer