



Good Neighbors

San Diego
Housing Commission

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REPORT

DATE ISSUED: February 14, 2003

ITEM 100

REPORT NO.: HCR03-020
For the Agenda of February 21, 2003

SUBJECT: Contract for Temporary Employment Agency Services

SUMMARY

Issue: Should the Housing Commission enter into a contract for temporary employment agency services with SELECT Personnel Services?

Recommendation: Authorize the Chief Executive Officer to enter into a contract with SELECT Personnel Services effective March 1, 2003 for temporary employment agency services.

Fiscal Impact: The proposed contract for temporary employment agency services shall not exceed \$250,000 for an original sixteen (16) month period, with options to renew for two (2) additional one-year (12 month) periods based on a not to exceed amount of \$250,000 per year.

Certificate of Funding Availability:

Certificate No:	N/A
Amount:	\$250,000 Various OUSAs (Salaries and Benefits)
Revenue Source:	Various
Division:	Human Resources
Line Item:	4115

Equal Opportunity Statement: SELECT Personnel Services is an Equal Opportunity Employer that reaches out to all job seekers. It works regularly with Diversity Employment (a community groups collaborative organization) and supports their monthly luncheons and job fairs. SELECT's goal as an employer is to build successful partnerships in the community from which it recruits a diverse workforce for its temporary employment opportunities.



A state agency authorized by the City of San Diego

Previous Related Action(s): The previously approved Housing Commission contract with IUA/WORKS Staffing has been in effect since December 6, 1999. It is scheduled to expire shortly and a formal request-for-proposal procurement was initiated in order to obtain and continue temporary employment agency services for the Housing Commission.

BACKGROUND

The San Diego Housing Commission requires temporary employment agency services at the Housing Commission main office facility or one of four area office sites: Calle Primera, Gateway, Belden Village, and Ridgehaven. The Housing Commission uses temporary employment agency services to fill vacancies due to absences for vacation, illness, disability, leave of absence, out of class assignments, and to temporarily fill positions during recruitments for permanent hires. Temporary employees provide staffing support services in accordance with the Housing Commission's Vision, Mission, Goals and program requirements and in accordance with the workload needs and priorities of Housing Commission departments and programs.

DISCUSSION

A request-for-proposal solicitation process was issued on November 15, 2002 and seven responsive bids were received. All bidders were evaluated and scored based on the following selection criteria:

- ❑ Qualifications (20%)
- ❑ Scope of Services (50%)
- ❑ Price (30%)

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

Select Personnel	270
Image Staffing	255
Works Staffing	240
Tops Staffing	210
Ultimate Staffing	190
Kelly Services	170
Premier Staffing	117

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ALTERNATIVE

Do not authorize the Chief Executive Officer to enter into a contract with SELECT Personnel Services on March 1, 2003. This is not recommended because a contract will lock in/ensure pricing and availability for a specific period of time.

Respectfully submitted,

**Signature on File
With Original Document**

Approved by,

Edward P. Mauk
Financial Services Manager

Elizabeth C. Morris
Chief Executive Officer

Attachment: SELECT Draft Contract