



Good Neighbors

San Diego
Housing Commission

HOUSING AUTHORITY REPORT

DATE ISSUED: June 8, 2006

REPORT NO: HAR06-011

ATTENTION: Members of the Housing Authority
For the agenda of June 27, 2006

SUBJECT: Contract for Temporary Employment Agency Services

REQUESTED ACTION:

Authorization to enter into a temporary employment agency services contract between AppleOne Employment Services and the San Diego Housing Commission.

STAFF RECOMMENDATION:

Authorize the President/CEO to enter into a contract (Attachment 1) 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 uses temporary employment agency services 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. Currently the Housing Commission utilizes seven (7) temporary employees at an average cost of \$23,365 per month. Because salary savings are used to pay for temporary employees, this contract would be revenue neutral.

A request-for-proposal solicitation process was issued on March 27, 2006 and two responsive bids were received. Bidders were evaluated 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 an internal procurement selection screening committee:

AppleOne Employment Services	339
Smart Staff Staffing Solutions	242

The Housing Commission Board voted on May 26, 2006 to recommend Housing Authority approval of this contract. Should this action not be approved, the Housing Commission would be unable to fulfill all of its contractual obligations to HUD.

FISCAL CONSIDERATIONS:

There is no fiscal impact on the budget nor are any City funds involved as temporary employees are paid through salary savings of regular full-time employees.

PREVIOUS COUNCIL ACTION:

Prior to the approval of this contract, the Housing Commission contracted with Select Personnel Services in March 2003 for a 16 month period for a not to exceed amount of \$250,000 and two (2) one year renewal options for an amount not to exceed \$250,000 in any one (1) year period. A \$300,000 amendment to that contract was approved by the Housing Authority in January 2006 due to significant proposed changes in program regulations and structures for core programs for an FY06 contract maximum of \$550,000.

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.

KEY STAKEHOLDERS & PROJECTED IMPACTS: N/A

Respectfully submitted,

Craig Velte
Senior Program Analyst

Approved by,

Elizabeth C. Morris
President & Chief Executive Officer

*Attachment 1: Contract for Temporary Employment Services with AppleOne Employment Services

*Distribution of this attachment is limited. A copy is available for review at the Housing Commission at 1625 Newton Ave.