



City of Arts & Innovation

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 2, 2024

FROM: HUMAN RESOURCES DEPARTMENT      WARD: ALL

SUBJECT: AWARD OF CONTRACTS FOR TEMPORARY EMPLOYEE SERVICES

## **ISSUE:**

Approve the Professional Consultant Services Agreements from Request for Proposals (RFP) No. 2277 with the following temporary employee staffing agencies: Abacus Service Corporation, AppleOne Inc., and G&M Hire Solutions, LLC (dba AtWork Personnel Services) for a three (3) year term, with the option to extend for two (2) additional two (2) year terms, not to exceed seven (7) years.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement from RFP No. 2277 with Abacus Service Corporation, AppleOne Inc., and G&M Hire Solutions (dba AtWork Personnel Services), for temporary services for the period of July 1, 2024 through June 30, 2027 with the option to extend for two (2) additional two (2) year terms, not to exceed seven (7) years.
2. Authorize the City Manager, or his designee to execute the Professional Consultant Services Agreements with Abacus Services Corporation, AppleOne Inc., and G&M Hire Solutions, LLC.

## **BACKGROUND:**

The City has approximately 2,500 full-time and part-time permanent employees who work in City Hall and various offsite locations. To maintain the high standard of customer service the City provides, various temporary employee services may be periodically required by various City departments on a short-term and/or project basis. Per Human Resources policy, such services are only to be utilized on an “as needed” or emergency basis as approved by the City Manager or his designee and are subject to availability of funds.

## **DISCUSSION:**

A Request for Proposal (RFP) No. 2277 was issued on May 16, 2023 requesting proposals for temporary employee services. A total of seven hundred (700) vendors were notified upon

posting of the RFP. A non-mandatory pre-proposal meeting was held on May 23, 2023 at 2 PM PDT; the pre-proposal meeting had representation from 34 bidders. Final questions were due on May 26, 2023 and all answers were published on May 30, 2023. A total of fifty (50) clerical, technical and/or general light industrial agencies responded, and forty-six (46) company proposals were deemed responsive. Proposals were reviewed by the Human Resources Department and evaluated as follows: work plan and technical approach (40%), experience and qualifications (30%), presentation/interview (20%) and pricing structure (10%). Five of the forty-six (46) proposals were recommended for contract award. The proposed term would be effective From July 1, 2024 through June 30, 2027, with the option to extend for two (2) additional two (2) year terms, not to exceed seven (7) years unless otherwise terminated pursuant to the provisions within the agreement.

CathyJon Enterprises, Inc has not provided their Professional Consultant Services Agreement to the City of Riverside but will be included in the Award for RFP No. 2277. The Professional Consultant Services Agreement for Staffmark Investment LLC. has not been fully executed as of the date of this report. The Human Resources Department wishes to move forward with awarding contracts to Abacus Service Corporation, AppleOne Inc., and G&M Hire Solutions, LLC (dba AtWork Personnel Services) at this time to prevent a disruption in services pending the receipt of the Professional Consultant Services Agreement (PCSA) from CathyJon Enterprises, Inc and Staffmark Investment, LLC. Once the City receives the PCSA from CathyJon Enterprises, Inc, and Staffmark Investment, LLC. those Agreements and Award Recommendations shall be brought forward to the City Council for approval.

Staff recommends the following agencies based on their experience/qualifications, competitive pricing structure, high standard of service, and commitment to provide high quality temporary employee services to the City of Riverside:

<u>Consultant</u>	<u>City</u>	<u>Rank</u>
Apple One, Inc	Torrance, CA	<u>1</u>
<i>CathyJon Enterprises, Inc. (PENDING PCSA)</i>	<i>Huntington Beach, CA</i>	<u>2</u>
Staffmark Investment, LLC ( <i>PENDING PCSA</i> )	Cincinnati, OH	<u>3</u>
G&M Hire Solutions, LLC (dba AtWork Personnel Services)	Riverside, CA	<u>4</u>
Abacus Service Corporation	Southfield, MI	<u>5</u>

The Purchasing Manager concurs that the recommendation action in compliance with Purchasing Resolution No. 24101.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 – High Performing Government and Goal 5.1 – Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Establishing agreements with multiple temporary agencies will ensure the City is able to provide and efficiently maintain City services.

2. **Equity** – Through the assistance of utilizing temporary staff for short-term or project based needs the City can continue to provide and maintain City services effectively.
3. **Fiscal Responsibility** – The Human Resources department follows established purchasing and procurement processes to ensure a fair and cost-efficient service is negotiated with temporary staffing vendors.
4. **Innovation** – Establishing and fostering a strong business relationship with the various temporary agencies ensures the City can continue to provide great customer service and fulfill the City's operational needs.
5. **Sustainability & Resiliency** – Through the partnership with the various temporary agencies, the City is able avoid creating a gap in City services by utilizing temporary staff when needed.

### **FISCAL IMPACT:**

There is no fiscal impact. Departments may only utilize temporary services upon approval of the City Manager's Office and where the Department has budgeted funds available.

Prepared by: Rene Goldman, Human Resources Director

Certified as to availability  
of funds:

Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by:

Edward Enriquez, Assistant City Manager/Chief Financial

Officer/Treasurer

Approved as to form:

Phaedra Norton, City Attorney

Attachments:

1. Professional Consultant Service Agreement with Abacus Service Corporation
2. Professional Consultant Service Agreement with AppleOne Inc.
3. Professional Consultant Service Agreement with G&M Hire Solutions, LLC (dba AtWork Personnel Services)