



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARD: ALL

SUBJECT: RFP NO. 2277 - AWARD CONTRACTS FOR TEMPORARY EMPLOYEE SERVICES TO CATHYJON ENTERPRISES, INC., DBA. HB STAFFING AND STAFFMARK INVESTMENT, LLC FOR A THREE-YEAR TERM WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL TWO YEAR TERMS.

ISSUES:

Approve the Professional Consultant Services Agreements from Request for Proposals (RFP) No. 2277 with the following temporary employee staffing agencies: CathyJon Enterprises, Inc., dba. HB Staffing and Staffmark Investment, LLC 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 CathyJon Enterprises Inc., dba HB Staffing and Staffmark Investment, LLC 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 CathyJon Enterprises Inc., dba HB Staffing and Staffmark Investment, 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.

On July 2, 2024, City Council approved awarding contracts to Abacus Service Corporation, AppleOne Inc., and G&M Hire Solutions, LLC dba AtWork Personnel Services with the understanding that the Professional Services Agreements were pending for CathyJon Enterprises, Inc. dba HB Staffing, Inc. and Staffmark Investment, LLC. Those agreements are now ready for City Council review and 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>	<u>Council Approved</u>
Apple One, Inc	Torrance, CA	<u>1</u>	7/2/24
CathyJon Enterprises, Inc. dba. HB Staffing	Huntington Beach, CA	<u>2</u>	
Staffmark Investment, LLC	Cincinnati, OH	<u>3</u>	
G&M Hire Solutions, LLC (dba AtWork Personnel Services)	Riverside, CA	<u>4</u>	7/2/24
Abacus Service Corporation	Southfield, MI	<u>5</u>	7/2/24

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: Officer/Treasurer	Edward Enriquez, Assistant City Manager/Chief Financial
Approved as to form:	Phaedra Norton, City Attorney

Attachments:

1. Professional Consultant Service Agreement with CathJon Enterprises, dba. HB Staffing
2. Professional Consultant Service Agreement with Staffmark Investment LLC