

Action Item 9. Review bids and award a contract for the purchase of temporary staffing services.

**Recommendation**

That the board review bids and award contract for the purchase of temporary staffing services.

**Discussion**

The HR team researched the bidding temporary staffing firms, seeking pricing, terms, quality and immediate availability. In most cases, it is advantageous to hire from a temp agency versus hiring internal part-time employees.

In February, the board authorized the request for bids for the purchase of temporary staffing services. Twenty-one emails were sent to firms in the Houston area, the RFP was posted on the HCAD website, and a notice was published twice, as required. Eight vendors attended the pre-bid meeting on February 28 and nine submitted proposals. Bids were opened on March 18.

**Comments on the Proposal**

The nine bids are:

Vendor	Percent of Markup Offered
Corestaff Services	30%
TPI Staffing, Inc.	30%
Ascend Staffing	33%
Burnett Specialists	35%
Clayton Services	36%
Acara Solutions	37%
Murray Resources	48%
Office Team Robert Half Co.	50%
Insight Global, LLC	55%

After reviewing the bids and based on the RFP established criteria, we have identified one company to provide the district with seasonal workers. The goal is to procure one firm to help in the ease of administration of the diverse needs of our divisions. The total yearly cost is estimated not to exceed \$275,000. Funds are available in 2019 Budget under account 3040, Part-time and Seasonal Wages.

**Motion**

A board member would move to award the contract for the purchase of temporary staffing services to Corestaff Services.

Resource staff: Sally Vardy  
Tammy Argento  
Sandy Schubert  
Stacy Hilliard  
Stacy Ottnat