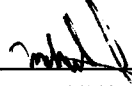
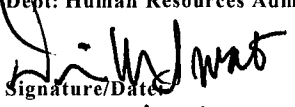
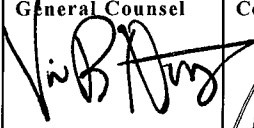

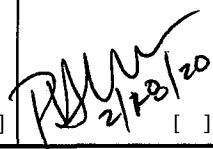




EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:  2/19/2020		GENERAL MANAGER ACTION REQ'D:		
DATE: 2/14/2020		BOARD INITIATED ITEM: No		
Originator/Prepared by: Diane Iwata Dept: Human Resources Administration  Signature/Date: 2/18/2020	General Counsel  2/18/20 []	Controller/Treasurer  2/19/2020 []	District Secretary []	BARC  2/18/20 []

Award of Agreement No. 6M4690, 6M4692, 6M4693, and 6M4694 for Temporary Help Services

PURPOSE:

To obtain Board authorization for the General Manager to award four (4) temporary help services agreements: Agreement No. 6M4690 to SearchPros Staffing, Agreement No. 6M4692 to Tryfacta, Inc., Agreement No. 6M4693 to Howroyd-Wright Employment Agency, Inc. dba AppleOne, and Agreement No. 6M4694 to Wollborg Michelson Personnel Service, Inc. The maximum compensation for all four (4) agreements shall not exceed \$20,000,000 for temporary help services.

DISCUSSION:

The District has utilized staffing agencies to hire temporary staff since 1986. Typically, temporary staffing is used to backfill vacancies, provide leave coverage or assist on special projects. Currently there are three (3) temporary staff services agreements awarded in 2017. These agreements will expire on April 30, 2020.

In order to improve the availability of temporary staff and to enhance opportunities provided to interested staffing agencies, the District increased the number of potential awards for this RFP to four (4).

On December 9, 2019, the RFP announcement was emailed to 450 potential proposers including 428 certified small businesses, followed by a posting on BART's Procurement Portal on December 9, 2019. The RFP was also advertised in ten (10) local newspapers on December 9, 2019. A Pre-Proposal Meeting and Networking Session was held on December

20, 2019 with seventeen (17) firms in attendance. The following seven (7) proposals were received by January 28, 2020:

Proposer	Location
HR Management, Inc.	Oakland, CA
SearchPros Staffing	Concord, CA
PsiNapse	Pleasanton, CA
Tryfacta, Inc.	Pleasanton, CA
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services	Pleasanton, CA
Wollborg Michelson Personnel Service, Inc.	San Ramon, CA
Tellus Solutions, Inc.	Santa Clara, CA

These proposals were reviewed by a Source Selection Committee chaired by Contract Administration and included representatives from Human Resources and the Office of Civil Rights. The Committee conducted a technical evaluation of the proposals. Four (4) proposals met the minimum technical requirements.

The RFP indicated that up to four (4) awards would be made to lowest priced technically acceptable proposals, in this case, the four (4) lowest total markup rates.

The following price proposals for the four (4) technically acceptable proposals were evaluated, listed in descending order based on the price proposed:

Technically Acceptable Proposals	Price Proposal*
Tryfacta, Inc.	28%
SearchPros Staffing	35%
Wollborg Michelson Personnel Service, Inc.	35%
AppleOne Employment Services	59.5%

*Mark up rates to be added for BART's hourly rate for temporary staff hire.

The Source Selection Committee has determined the prices to be fair and reasonable based on adequate competition achieved, as indicated above, and comparable client reports provided by each proposer to confirm current market conditions. A further review of Tryfacta, SearchPros Staffing, Wollborg Michelson Personnel Service and AppleOne Employment Service's financial and business data indicate that all four (4) Proposers are responsible firms.

Pursuant to the District's Non-Federal Small Business Program, the Office of Civil Rights set a 5% Small Business Prime Preference for this Contract for Small Businesses certified by the California Department of General Services. The lowest responsive Bidder, Tryfacta, is a certified Small Business, thus, making it eligible for the Prime Preference. Since Tryfacta is the lowest responsive Bidder and is eligible for the 5% Small Business Prime Preference, the application of the Prime Preference will not alter the award to Tryfacta.

Pursuant to the District's Non-Discrimination Program for Subcontracting, the Availability Percentages for this Agreement are 5.5% for Minority Business Enterprises (MBEs) and 2.8% for Women Business Enterprises (WBEs). AppleOne Employment Services, SearchPros Staffing, Tryfacta, and Wollborg Michelson Personnel Service will not be subcontracting any portion of the Work and therefore, the provisions of the District's Non-Discrimination Program for Subcontracting do not apply.

Based on the above determination, the Source Selection Committee recommends that awards be made to AppleOne Employment Services, SearchPros Staffing, Tryfacta, and Wollborg Michelson Personnel Service to provide temporary help services to the District as described in the RFP.

The agreements will be approved as to form by the Office of the General Counsel.

FISCAL IMPACT:

The maximum compensation for each agreement, which will be for three (3) years with two (2) one-year options, shall not exceed \$5,000,000. The maximum compensation for all four (4) agreements shall not exceed \$20,000,000 for temporary help services. No amount is guaranteed. The cost for temporary help will be paid for by the requesting Department's operating budget or project.

ALTERNATIVES:

The District could move forward with the following two alternatives:

- 1) Discontinue the use of agency temporary staff services or
- 2) Initiate another Request for Proposal (RFP).

RECOMMENDATION:

Adopt the following motion.

MOTION:

The General Manager is authorized to award Agreement No. 6M4690 to SearchPros

Staffing, Agreement No. 6M4692 to Tryfacta, Inc., Agreement No. 6M4693 to Howroyd-Wright Employment Agency, Inc. dba AppleOne, and Agreement No. 6M4694 to Wollborg Michelson Personnel Service, Inc. to provide temporary help services, and to execute two one-year options for each Agreement, in an amount not to exceed \$5,000,000 for each Agreement, pursuant to notification to be issued by the General Manager and subject to compliance with the District's Protest Procedures.