



CITY OF LONG BEACH

R-18

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

April 19, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. FM11-015 authorizing the City Manager to execute contracts and any amendments thereto with AppleOne Employment Services, a Long Beach-based business (MBE, WBE); and P.I.E. Management, L.L.C., of Anaheim Hills, CA (MBE), for temporary staffing services in a combined total amount not to exceed \$2,500,000 annually, for a period of one-year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into annual contracts for temporary staffing services that support departments citywide. AppleOne Employment Services will provide temporary clerical staffing; P.I.E. Management, L.L.C., will provide temporary professional accountant staffing. These contracts are required to fulfill the City's requirement for clerical and accounting support on a temporary basis as necessary. The services are utilized by departments citywide, with the highest usage by the departments of Financial Management, Harbor, Health and Human Services, Public Works, and Technology Services.

A Request for Proposals (RFP) for providing temporary staffing services was advertised in the Press-Telegram on December 31, 2010, and 161 potential bidders specializing in staffing services were notified. Of those bidders, 78 downloaded the bid via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women's business groups. Twenty-two proposals were received. Of those 22 bidders, five were Minority-owned Business Enterprises (MBEs), nine were Women-owned Business Enterprises (WBEs), three were Small Business Enterprises (SBEs), and four were Long Beach businesses (Local). AppleOne Employment Services, a Long Beach-based business (MBE, WBE), and P.I.E. Management, L.L.C., of Anaheim Hills, CA (MBE), were recommended for award. These vendors were chosen based upon cost; established criteria; demonstrated competence; and verification of references from temporary staffing services performed for municipal and other governmental entities.

Local Business Outreach

Our outreach goal during the RFP process is to encourage Long Beach businesses to participate in City procurement processes and submit proposals for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Twelve Long Beach vendors were contacted to offer local outreach, of which all twelve downloaded the RFP, and four submitted proposals. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Burton on March 8, 2011 and Budget Management Officer Victoria Bell on March 10, 2011.

TIMING CONSIDERATIONS

City Council action to award contracts is requested April 19, 2011 to ensure that contracts are in place expeditiously.

FISCAL IMPACT

The requested annual amount of \$2,500,000 represents a reduction of approximately \$800,000 from the prior temporary staffing contract and is budgeted in various departments and funds. An additional cost savings of approximately 3 percent is anticipated, as the bid process yielded a reduction in the associated agency mark-up fees. AppleOne Employment Services currently employs 34 Long Beach residents as temporary personnel for the City. The recommended action will provide continued support to our local economy by assisting in the preservation of these services.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



DAVID S. NAKAMOTO
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



PATRICK H. WEST
CITY MANAGER