

Information for Town Council Meeting on December 11, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: Resolution Approving Award of Contract for Temporary Personnel Services, RFP No. 2018-55 to Faneuil Inc. as the Primary Vendor and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services as the Secondary Vendor - **Resolution No. 193-2018**

DATE: 16 November 2018

STAFF RECOMMENDATION

Staff recommends the approval of Resolution No. 193-2018 awarding RFP No. 2018-55 for Contract Personnel Services to Faneuil Inc. as the Primary Vendor and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services as the Secondary Vendor in the amount of \$150,000.00 for FY19, and establishing a five (5) year contract budget of \$828,843.00, contingent upon funding of future years.

SUMMARY EXPLANATION/BACKGROUND

Purchasing issued Request for Proposal (RFP) 2018-55 for Temporary Personnel Services. The previous solicitation was issued in 2013 for a five year period.

Fourteen firms responded to the solicitation of which the Selection Committee reviewed and ranked all submittals. No oral interviews were requested as the Selection Committee determined that the proposals were well presented by each firm. The Selection Committee ranked Faneuil Inc. as the Primary Awarded Vendor and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services as the Secondary Awarded Vendor.

The solicitation was broadcast to 92 vendors through Demand Star and 210 through Public Purchase.

Under the 2013 RFP, the primary vendor had a 37% markup. Under the 2018 RFP, the primary vendor will have a 28.8% markup.

The amount of \$150,000 for FY19 is based on the past two years trend of an average spend of \$135,000. The contract will be Town-wide and will dependent on staffing needs, vacancies and special projects as required and approved.

FISCAL IMPACT/FUNDING SOURCE

The total annual award of the contract is established at \$150,000.00 based on previous spending. The projected five year award is \$828,843.00 contingent upon funding by the approved budgets.

USER DEPARTMENT CONCURRENCE

Human Resources is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Danielle Olson, Director of Human Resources