

CITY OF HIGH POINT

AGENDA ITEM



Title: Blue Arbor, Inc. – Temporary Staffing Services

From: Angela Kirkwood, Director of Human Resources

Public Hearing: No

Attachments: Blue Arbor, RFP

Meeting Date: January 4, 2016

Advertising Date: November 9, 2015

Advertised By: Purchasing

PURPOSE:

Approve a contract between Blue Harbor, Inc. and the City of High Point for city-wide Temporary Staffing Services effective January 1, 2016 to December 31, 2016.

BACKGROUND:

The City of High Point's operational departments typically will have a need for temporary employees to help them through transitional periods as a result of resignations, terminations, transfers, etc. The benefits of having a temporary staffing services contract in place allows departments to have front office personnel to continue to keep departments organized, efficient, and meeting the needs to its customers.

An RFP was sent out and from the five responsive bids received, Blue Arbor, Inc. was the lowest bidder and met all the qualifications to provide Entry-level, Mid-level and Executive-level Office staff supports.

BUDGET IMPACT:

Temporary services are on as-needed basis and will be paid from department budgets from the savings related to position vacated by regular staff.

RECOMMENDATION / ACTION REQUESTED:

Council is requested to authorize the appropriate city official to execute a twelve (12) month contract with Blue Arbor, Inc. for Temporary Staffing Services effective January 1, 2016 to December 31, 2016.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Human Resources**

COUNCIL AGENDA DATE: **January 4, 2015**

BID NO.: **46-120415**

CONTRACT NO.:

DATE OPENED: **Dec 4, 2015**

DESCRIPTION:

Request for Proposals Temporary Staffing Services

PURPOSE:

Temporary Staffing Services for Entry Level, Mid Level and Executive Levels Office Supports. This RFP will be used City-Wide to hire office support on a temporary basis as needed.

COMMENTS:

Funding will be provided by each department.

RECOMMEND AWARD TO: **Blue Arbor, Inc.**

AMOUNT:

JUSTIFICATION:

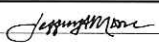
We received five (5) responsive RFPs. We recommend awarding the RFP to Blue Arbor, Inc. with the highest score of 497 out of 570 total points.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Angela Kirkwood** Digitally signed by Angela Kirkwood
DN: cn=Angela Kirkwood, o=City of High Point, ou=Human Resources, email=angela.kirkwood@highpointnc.gov, c=US
Date: 2015.12.22 11:21:49 -05'00' DATE: **Dec 22, 2015**

The Purchasing Division concurs with recommendation submitted by the **Human Resources and recommends award to the lowest responsible, responsive bidder **Blue Arbor Inc** in the amount of \$.**

PURCHASING MANAGER: **Tarinda Chappell** Digitally signed by Tarinda Chappell
DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpointnc.gov, c=US
Date: 2015.12.22 11:28:08 -05'00' DATE: **Dec 22, 2015**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, ou=Financial Services Director, email=jm@highpointnc.gov, c=US
Date: 2015.12.28 09:32:30 -05'00' DATE: **Dec 28, 2015**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o, ou, email=greg.demko@highpointnc.gov, c=US
Date: 2015.12.28 09:32:30 -05'00' DATE: **Dec 28, 2015**

BID TABULATION/EVALUATION SCORE
BID # 46-120415 RFP TEMPORARY STAFFING SERVICES

Company	Evaluation Score
<u>Blue Arbor, Inc.</u>	<u>497</u>
Lancesoft, Inc.	397
Professional Management Enterprises Inc	463
Patriot Services Of Greensboro	443
Rad Gov	424

Evaluation Score = Points Out of 570