

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2021-46
Item Title: Temporary Staffing Services

Meeting Date: March 22, 2021

BACKGROUND

For specific projects and staffing requirements, Trinity Metro needs to staff various seasonal, temporary, or specialized positions that provide the support that does not require long-term commitments or full-time employment. Various staffing agencies are utilized to fill temporary service positions for administration, clerical and specialized areas. A Request for Proposal (RFP) was issued for temporary services to provide consistent service from contracted firms.

PROCUREMENT

In accordance with Trinity Metro's procurement policy, a Request for Proposal (RFP 21-T001) for temporary staffing services was issued and advertised on the Trinity Metro website and through the Bonfire Electronic Solicitation Process. Twenty-four firms submitted proposals. An Evaluation Committee reviewed the submissions and, based on the overall scores, found Cornerstone Staffing to be the most responsive, responsible, and in compliance with the proposal requirements.

The Trinity Metro Procurement Department has followed its procurement policy with RFP 21-T001 and complies with all applicable Federal, State, and Local procurement requirements.

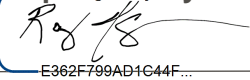
FINANCING

Funds are available in Trinity Metro's FY2021 Operating Budget. Funds for future years of the contract will be considered in the proposed operating budgets for those years.

RECOMMENDATION

The Finance and Audit Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to award a contract for temporary staffing services to Cornerstone Staffing, for a two-year term, with an option to renew for three (3) additional one-year terms, for an estimated cost of \$250,000 annually and a total contract cost of up to \$1,250,000.00.

Disposition by Board of Directors


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Secretary Approval:

Mar-23-2021

DATE