



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 9/27/2022

T29992.A1 - Contingent Workforce Services (HJ Staffing) - ORDINANCE

Agenda Item#:

Background:

P10-T29992 - Approve an amending ordinance to Ordinance No. 2022-0505, approved on June 22, 2022, to add Harris-Jones Staffing & Recruiting, LLC dba HJ Staffing as an awardee to the contracts to provide contingent workforce services for the Human Resources Department.

Specific Explanation:

The Director of the Human Resources Department and the Interim Chief Procurement Officer recommend that City Council approve an amending ordinance to add Harris-Jones Staffing & Recruiting, LLC dba HJ Staffing ("HJ Staffing") as an awardee to the contracts to provide contingent workforce services for the Human Resources Department.

These contracts were awarded on June 22, 2022, by Ordinance No. 2022-0505 for a three (3) year term, with two (2) one-year options to renew annually, for a maximum five-year contract term to: (1) A-1 Personnel of Houston, Inc., (2) Recruiting Source International, LLC, (3) M&P Dancy Corporation D/B/A AtWork Personnel Services East Houston, (4) Certified Personnel LLC D/B/A Certified Staffing, (5) The Reserves Network, Inc. DBA ExecuTeam Staffing, and (6) Lane Staffing, Inc., in the maximum contract amount of \$21,000,000.00 to provide contingent workforce services for all City departments except departments funded by special, grant, and enterprise funds.

This request to amend the ordinance to add **HJ Staffing** as an additional awardee is due to an incorrect calculation of scores at the time of award. HJ Staffing is a designated Hire Houston First (HHF) Local Business and has been approved as such since January 27, 2017. The evaluation criteria in the Request for Proposals states: "At the conclusion of scoring Proposals, HHF preference points shall be distributed". HJ Staffing should have received three (3) points added to their total score for being a designated HHF Local Business. The HHF preference points were omitted in error and, if included, would have placed HJ Staffing among the finalists to be awarded a contract for contingent workforce services. No additional funding is being added to the maximum contract amount set forth in Ordinance No. 2022-0505.

The scope of work requires contractors to provide services, including, but not limited to, the following:

1. Administrative/Clerical
2. Animal Services
3. Customer/ Community Services
4. Environmental Services
5. Finance/Accounting
6. General Labor/Maintenance
7. Professional Services
8. IT Professional and Personnel
9. Health Care Professionals

M/WBE Participation:

This contract was awarded with a 10.00% MWBE participation goal. **HJ Staffing** has designated the below-named company as its certified M/WBE subcontractor.

Company	Type of Work	Percentage
BE Staffing Solutions, LLC	Temporary Staffing Services	10%

Pay or Play:

The proposed contract requires compliance with the City's "Pay or Play" Ordinance regarding health benefits for employees of City Contractors. In this case HJ Staffing has elected to do both pay into the Contractor Responsibility Fund and provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

This contract requires compliance with the City's Hire Houston First (HHF) ordinance which promotes economic opportunity for Houston businesses and supports job creating. In this case, HJ Staffing is HHF a designated HHF company therefore HHF preference was applied to the award of the contract.

Fiscal Note:


There is no impact to the fiscal budget or no additional spending authority. Therefore, no Fiscal Note is required as state in the Financial Policies.

10/10/2022

DocuSigned by:

6121834A077C41A...

Jedediah Greenfield
Interim Chief Procurement Officer

DocuSigned by:

23571A9195CB4FE...

Department Approval Authority

10/11/2022

DS


Prior Council Action:

Ordinance No. 2022-0505, passed on June 22, 2022

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Yesenia Chuca, Division Manger	FIN/SPD	832.393.8727
Veronica Pacheco, Procurement Specialist	FIN/SPD	832.393.9151
Mirian Rocha, Administrative Coordinator	HRD	832-393-6183

ATTACHMENTS:

Description	Type
Prior Ordinance	Backup Material
MWBE	Backup Material
Ownership Form	Backup Material
Drug Forms	Backup Material
POP Forms 1, 2, 3	Backup Material
Insurance	Backup Material
Form 1295	Backup Material
Delinquent Tax Report	Backup Material
OBO Contract Specific signed Coversheet	Backup Material Signed Cover sheet