



AGENDA REPORT

Human Resources

DATE:	April 5, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Anil Comelo, Interim Deputy City Manager
Subject:	Approve a Pool of Temporary Agencies to Temporarily Fill City-Wide Critical Vacancies and to Staff Special Projects
FINANCIAL IMPACT:	Funding for each city-wide contract will come from the approved FY 2021-2022 Professional Services budgets for the Finance Department and/or the Community Services Department-Employment and Training Division and would not exceed \$100,000 per contract over the three-year term. Currently, there are two firms the City is interested in working with. There is an immediate need in the Finance department to assist with Measure U implementation.
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The City of Richmond would benefit from the procurement of temporary staffing contracts to help support City departments during temporary critical staffing deficits and special projects.
RECOMMENDED ACTION:	APPROVE a pool of temporary staffing agencies to be utilized by the Finance Department and the Community Services Department – Employment and Training Division, for a total amount not to exceed \$200,000, with a \$100,000 limit per contract, for a three-year period from April 5, 2022, to June 30, 2025 - Human Resources Department (Anil Comelo/Sharrone Taylor 510-620-6600).

DISCUSSION:

The City of Richmond currently has several critical and hard-to-fill vacancies on the Measure U Implementation Team. The Measure U Implementation Team requires a large pool of administrative support to field calls, provide information to our business owners, perform data entry, and support successful execution of this vital measure. Unfortunately, since the formation of the Measure U Implementation Team, seven out of eight temporary Accounting Assistants found other employment or left for different reasons in the span of two weeks, which left the team in dire straits.

Therefore, it is in the City's best interest to utilize the services of temporary agencies to fill vacancies for these types of special projects or temporarily staff critical vacancies. The advantage of using a temporary agency is that they often have a ready pool of candidates interested in temporary employment and therefore are not "job searching." In addition, the candidates have been thoroughly vetted and screened, thus saving the City considerable time, money, and effort and consequently allowing expedited placement of staff.

Engagement of the temporary agencies will not stop the City's efforts from recruiting for these critical positions. In addition, the City is implementing a cross-training program, particularly for the Measure U implementation, to give employees the opportunity to broaden their skillset and assist departments that are short-staffed. Thus far, in addition to the Accountant Assistant II hires, the City has opened job announcements for the Office Aide, Office Clerk/Cashier, and Administrative Student Intern classifications, and has partnered with the Community Services Department – Employment and Training (E&T) Division to conduct a specialized recruitment to staff the Measure U Implementation Team. Recruitments through the Human Resources Department and E&T's YouthWORKS program continue to be the City's priority, but recruitments take time. As the City continues our efforts, the establishment of the temporary agency pool will be a safety measure if staffing levels drop to critical levels again.

Per Section 2.52.330 of the City of Richmond's procurement code, the City is opting to utilize the Request for Proposals (RFP) or "piggyback" on a current procurement for similar services. The City of Oakland recently released an RFP and received five bids. After a competitive process, in which two firms were screened out, the City of Oakland selected HR Management Staffing, AppleOne Employment Services, and TemPositions, to provide temporary staffing services to their city departments. The City of Richmond Human Resources staff sent an inquiry to the three agencies qualified through the City of Oakland's RFP, and only received responses from AppleOne and TemPositions. Both responding agencies are well established, highly qualified, and have proven performance records on providing competent and skilled candidates.

RECOMMENDATION:

It is recommended that the City Council approves the establishment of a temporary agency pool.

DOCUMENTS ATTACHED:

- Attachment 1 - TemPositions Service Contract
- Attachment 2 - AppleOne Temporary Agency Service Contract
- Attachment 3 - City of Oakland RFP Vendor Summary
- Attachment 4 - City of Oakland RFP