



BID COMMITTEE REPORT

Meeting Date: October, 3, 2019
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with three (3) primary and three (3) secondary Temporary Agencies (see below) in relation to Request for Proposal - PS 20190438 – Temporary Staffing Services.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City’s Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	PS20190438 Request for Proposal – Temporary Staffing Services
Description of the Goods or Service:	To procure the services of temporary staffing agency to provide temporary staffing on “as and when needed” basis to support the City’s requirements to hire temporary employees to fill short term positions.
Recommended Vendor:	<p>Category: Administrative and Clerical</p> <ul style="list-style-type: none"> • McNeill Nakamoto Recruitment Group, Vancouver • AngusOne Professional Recruitment Ltd., Vancouver <p>Category: Accounting/Finance, Professionals and Business Analysts</p> <ul style="list-style-type: none"> • Annex Consulting Group, Inc., Vancouver • McNeill Nakamoto Recruitment Group, Vancouver <p>Category: IT Related Project Managers</p> <ul style="list-style-type: none"> • Annex Consulting Group, Inc., Vancouver • Affinity Staffing Inc., Vancouver
Contract Term and Estimated Contract	The recommended term of the contract is two (2) years, with the option to extend for three (3) additional one-year terms for a maximum total term of five (5) years, with an estimated spend of \$1.9 million

Value:	based on historical spend, plus applicable taxes, over the initial term of the contract.
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PROCUREMENT SUMMARY

Date of Issuance of RFP:	July 9, 2019
Notices Sent:	Supply Chain Management sent notices to three potential proponents.
Closing Date:	August 9, 2019
Responses Received (in total 14 responses received):	David Aplin and Associates Inc
	AngusOne Professional Recruitment Ltd.
	Collabera Canada, Inc
	Affinity Group
	22 nd Century Technologies Canada, Inc
	Altis Human Resources Inc.
	TEK Systems
	TES, The Employment Solution
	Stellar Recruitment Inc.
	Impact Recruitment
	McNeill Nakamoto Recruitment Group
	Randstad Interim Inc.
	Annex Consulting Group
	Solomons International

Evaluation Criteria	Evaluation Weighting
Technical	55%
Financial	35%
Sustainability	10%
Total	100%

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008;
- e) The Director of Legal Services, Chief Procurement Officer and Chief Human Resources Officer, Human Resources, to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into multiple contracts in relation to PS20190438 – Temporary Staffing Services with six agencies (subject to final negotiations), under the authority of the City's Procurement Policy ADMIN-008.