

Tangipahoa Parish Government

REQUEST FOR PROPOSAL

For: Temporary Staffing Services

The Tangipahoa Parish Government seeks proposals from qualified firm(s) to provide temporary staffing services on an as needed basis. The Respondent(s) will provide candidates for temporary placement in specialty areas that will include, but are not limited to, administrative/office support, customer service, accounting/finance, laborers, and equipment operators.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, for qualified vendors. This request is an offer by the Parish to underwrite, in accordance with the terms and conditions of this RFP, the services proposed by the successful vendor(s), by contract.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all or part of services to the Parish as described in the Scope of Work.

Background

The Parish is seeking temporary staffing solutions. This procurement is not intended to circumvent the normal hiring procedure for the Parish employees. The successful vendor or vendors must be cognizant of this objective and provide temporary staffing services when requested by the Parish.

Scope of Work

It is the intent of the Parish to enter into a multi-year agreement with qualified professional firms for temporary staffing services on an as needed basis. The respondent(s) will provide candidates for temporary placement in specialty areas that will include, but are not limited to, administrative/office support, customer service, accounting/finance, laborers, equipment operators, nurses and other professional services.

The Services to be performed under this solicitation shall be performed under the supervision of the Parish’s Human Resources Manager. Services will be contracted as individual work orders are issued against the Agreement; and, for each work order, the Parish shall provide a detailed description of the position to be filled, required qualifications of candidates and specified performance period.

Assignments will range from a minimum of four hours up to a maximum of twelve months. In order to protect the best interests of the Parish, the Parish reserves the right to extend any assignment and/or convert to permanent employment based on terms established in the agreement.

Specific Requirements:

1. The candidates placed on assignment with the Parish will be paid by the temporary staffing agency (“agency”) in accordance with the rates set forth in the applicable work order but, shall otherwise be employed by the agency in accordance with the agency’s policies and procedures.
2. The agency will provide employee benefits to candidates when applicable with the Parish in accordance with its policies and procedures and will be responsible for all payroll related activities associated with the candidate.
3. The Parish reserves the right to independently recruit and place temporary workers at its discretion. If a candidate’s resume is received by the Parish through the Parish’s recruitment efforts, the Parish will not be obligated to pay a placement or any other fee or charge under the agreement.
4. The agency will pre-screen candidates before submitting them for consideration. The pre-screening process utilized by the agency must include personal interviews, skills testing/assessments, reference checks, motor vehicle reports (if requested), criminal background checks (if requested), I-9 verification, education verification, employment references and drug testing (if requested). Agency will make the results of candidate reference checks available within 3 business days of the Parish’s request.
5. The Parish reserves the right to select candidates to become temp-to-perm assignments at the Parish’s discretion.

Project Timeline

The successful Proposer(s) will enter into a multi-year contract for services with the Parish. The duration of the initial contract between the Parish and the successful Proposer is expected to begin upon the date of contract approval. The selected respondent(s) will provide candidates for temporary placement in specialty areas that will include, but are not limited to, administrative/office support, customer service, accounting/finance, laborers, equipment operators, nurses and other professional services.

Budget

- Proposers to this RFP shall provide a fee structure for each category of employee:
 1. administrative/office support
 2. customer service
 3. accounting/finance
 4. laborers/equipment operators
 5. nurses and other professional services.
- Proposals should contain a temp to perm conversion schedule

Criteria for Selection

Responsive proposals for this RFP will be evaluated according to the Evaluation Criteria outlined below.

EVALUATION CRITERIA

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	20
QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	20
WORK PLAN AND APPROACH Our evaluation of how candidates for assignment are identified and vetted for desirability of placement.	30
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	30
Total	100
MBE/WBE/DisBE Participation (additional potential points)	6 pts

***NOTE:** Designated Parish staff or selected advisors will evaluate the written proposals. The Parish may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each respondent will reflect a consensus of the evaluations.*

Instructions and Notifications to Proposers

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. The Parish assumes no responsibility for such costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present at Tangipahoa Parish Government by the submission deadline for any cause will be determined to be late and will not be considered.
7. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposer should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
8. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Parish.
9. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Parish, which may use any such materials and ideas.
10. The Corporation reserves the right to award to one or more Proposers.

Proposal Requirements

In order to be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

1. Description of the proposed approach and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Person who will be the primary point of contact with the Tangipahoa Parish Government.

3. Qualifications of the Proposer to provide the requested services including capability, capacity, similarly complex projects and related experience and client references.
Certification of availability of individuals in proposal.

4. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope including resumes, and their role in those past engagements.

Proposal Submission

Responses to this RFP are due on **WEDNESDAY OCTOBER 20, 2021 by 4:00pm**. Four (4) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Tangipahoa Parish Government
ATTN: **Temporary Staffing Services RFP**
206 E. Mulberry Street
Amite, LA 70422

Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to ddomiano@tangipahoa.org no later than 12:00 pm on Friday, OCTOBER 15, 2021.

Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.centralauctionhouse.com.

The Tangipahoa Parish Government reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Tangipahoa Parish Government reserves the right to reject any or all proposals for not complying with the terms of this RFP.