



February 4, 2021

To: Legislation Review Committee

From: Tyrome Alexander, Director, Department of Human Resources *TA*

Subject: City-wide Supplemental Staffing Services

Human Resources

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The Department of Human Resources sought competitive proposals for supplemental staffing services from October 30, 2020 through December 1, 2020. Four (4) proposals were submitted: Job1USA, Inc.; Cardinal Staffing Services; Southwestern Ohio Council for Higher Education; and Infojini, Inc. Attached are three (3) ordinances requesting authorization to enter into a contract with Job1USA and Cardinal Staffing Services, for the City's temporary, seasonal and intern services, and Southwestern Ohio Council for Higher Education (A.K.A., SOCHE) for the City's college and youth internship recruitment and hiring services. Infojini, Inc.'s submission was not included in the selection committee's review due to the cost-prohibitive proposed mark-up rates of 35% for office personnel and 40% for field personnel.

The bid packet information was reviewed and evaluated by myself, Victoria Coleman, Manager-Administrative Services, Kelly Murphy, Manager-Administrative Services, and Silvia Fofrich, Administrative Analyst 1-Selection and Evaluation. The top three (3) organizations also made oral presentations to the selection committee. Based on the services provided by the organizations, the costs of these services, and the needs of the City, the selection committee recommended all three (3) organizations be awarded contracts. This allows greater flexibility in the implementation of the seasonal, intern, temporary and youth program.

The bid submitted by Job1USA, Inc. indicated a mark-up rate of 34% for office personnel and 38% for field personnel. Job1USA, Inc. currently provides the majority of our paid seasonal, temporary, youth and intern assignees. The city has contracted with Job1USA, Inc. for over 18 years. We believe Job1USA, Inc., as our current provider and as a locally owned and operated bidder, has the experience and expertise to provide the services required in the most cost-effective and responsible manner. Based on the above, the Departments of Human Resources recommend that Job1USA, Inc. be awarded a contract for supplemental staffing services.



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The bid submitted by Cardinal Staffing Services indicated a mark-up rate of 32% for office personnel and 38% for field personnel. The City does not currently contract with Cardinal Staffing Services, however, they have provided these services to the City in the past. Based on their competitive rates and ability to supplement the City's placement of seasonal and temporary employees, we would also recommend that Cardinal Staffing Services be awarded a contract for supplemental staffing services.