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City of Sacramento

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Sacramento Housing and Redevelopment Agency

Request for Proposals Agency Temporary Staffing RFP # 2437KP

Date RFP Issued	January 10, 2025
First Pre-Proposal Meeting (Non-Mandatory)	January 16, 2025, 10:00am Zoom:
Request for Information (RFI) Due	January 22, 2025, 4:00pm
Addendum (if necessary) issued	January 23, 2025, 5:00pm
Proposals Due	January 30, 2025, 2:00pm
Notice of Intent to Award (anticipated)	February 13, 2025
Notice of Award (anticipated)	February 21, 2025
Contract execution (anticipated)	March 10, 2025

Sacramento Housing and Redevelopment Agency
Procurement Services
801 12th Street – 2nd Floor
Sacramento, CA 95814
(916) 440-1378
ps@shra.org
Visit our website @ www.shra.org

Sacramento Housing and Redevelopment Agency
REQUEST FOR PROPOSAL (RFP) SOLICITATION
Agency Temporary Staffing

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Attachments:

- A - Standard Contract 05.25.23
- B - PII_shra_vendor_contract_attachment_sample
- C - 5369-B - Instructions to Offerors (Non-Construction)
- D - 5370-C1 - exp 1-31-2027
- E - SHRA Section 3 Compliance Package - 2024
- F - Template 1 - Temp Agency Weekly Labor Hours 2024
- G - Template 2 - Monthly Fill and Turnover Report
- H - 9:8:80 Work Schedule Calendar

1. 1..... Introduction

Sacramento Housing and Redevelopment Agency

Request for Proposals

Agency Temporary Staffing

2437KP

Date:Friday, January 10, 2025

1.1. 1.1.....Summary

The Sacramento Housing and Redevelopment Agency (SHRA) is looking to partner with quality temporary staffing agencies in order to fill a variety of positions in departments across the organization. Firms will be asked to recruit, test, evaluate and recommend high-quality, cost-effective temporary employees upon need and request by SHRA. Potential positions to fill will be in one or more classification groupings: Administrative, Clerical and Professional, Information Technology, and Light Industrial, with specialties in property management, certification and re-certification, caseload management, eligibility determination, government accounting & finance, construction, general maintenance, development finance, affordable housing project/property loan/grant management.

1.2. 1.2..... Contact Information

Keith Peloquin

Compliance/Procurement Analyst

801 12th Street

Procurement Services

Sacramento, CA 95814

Email: kpeloquin@shra.org

Phone: [\(916\) 449-6296](tel:9164496296)

Department:

Human Resources

1.3. 1.3..... Timeline

Attendance is not Mandatory at the Pre-Proposal meeting, however it is highly recommended.

Date RFP Issued	January 10, 2025
First Pre-Proposal Meeting (Non-Mandatory)	January 16, 2025, 10:00am Zoom:
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2. 2..... Subcontracting

No subcontracting will be allowed under this contract. The use of third-party vendors to source candidates without the express written permission of the Agency is prohibited.

3. 3..... Scope of Work

3.1. 3.1..... Project Scope

The selected firms will be asked to recruit, test, evaluate and recommend high-quality, cost-effective temporary employees to SHRA for **at least one or more Agency job classifications** upon need and request by the Agency, in one or more classification groupings: Administrative, Clerical and Professional, Information Technology, and Light Industrial. Below is a list of frequently filled positions. A complete list of classifications, along with their job descriptions can be found [here](#).

Administrative, Clerical, and Professional

Housing Program Technician
*Customer Service Representative
*Community Property Representative
Housing Assistant
Contact Center Agent
Accountant
Accounting Technician
Buyer
Community Development Analyst
Compliance/Procurement Analyst
*Resident Services Technician

Information Technology

IT Applications & Development Analyst
IT Applications & Support Analyst
IT Customer Services Specialist
IT Desktop and Support Analyst

Light Industrial

*Maintenance Worker
*Maintenance Worker Apprentice

***All Maintenance positions, along with Community Property Representatives, Construction Technicians, and Resident Services Technicians, are required to be able to drive a vehicle (Agency-owned or personal) during the course of their work day as a part of their position conducting Agency business at different properties around the City and County of Sacramento. If a temp requests mileage reimbursement through your firm, we will reimburse your firm for the charges but we will not pay a mark-up on the charge.**

Firms have the ability to submit pricing on any or all of the 3 staffing areas, for at least one or more positions. It is the intent of the Agency to build a **qualified list** of experienced providers for Temporary Staffing Recruitment Services to source and place temporary staff for one or more positions at the Agency, from one or more of each type of staffing listed above. The length of service for regular

temporary staffing assignments can range from one (1) day up to six (6) months. Temporary staff is requested to meet an additional need or to fill a vacant position. At the end of the 3-month period, successful temps may be placed on an eligible list and become eligible for hire with no conversion fee added. The Agency would prefer to have a local representative to service the account.

The Agency makes no representations regarding the amount or frequency of services that may be requested of the winning proposer(s).

The services under this contract may be used by any department, division, or legal entity of the Agency.

3.2. 3.2.General Requirements

- Provide a consistent, accessible single point of contact for the account. The Agency expects a timely and appropriate response to requests, questions, or concerns, depending on the urgency or severity of the matter.
- Firms selected to provide temporary staffing services to the Agency will be required to attend an in-person meet and greet with Agency Human Resource staff at SHRA's 801 12th Street location on an agreed-upon date if awarded a contract with the Agency. A virtual meet-and-greet will not be accepted. Firms selected shall send, as best as possible, the account representative for SHRA.
- Be available and flexible for subsequent in-person meetings on a quarterly/annual basis or as needed by the Agency.

3.3. 3.3. Vendor Responsibilities

When a temporary employee is needed by the Agency for one or more positions, the HR Department will send the request to the qualified list of firms (as applicable) for the firms to send candidates for consideration for the position(s).

- Perform temporary staffing agency services in an expedited and professional manner.
- Staff temporary job openings on request and within the requested time frame, with individuals who possess the required qualifications to perform the assignment to Agency standards. The use of third-party vendors to source candidates without the express written permission of the Agency is prohibited.
- Provide and conduct thorough background and reference checks for each candidate prior to recommending them to the Agency.
- Proactively source, recruit and maintain a network of high-quality candidates for Agency consideration.
- Advertise and recruit for Agency positions in a professional and responsible manner that does not reflect poorly on the Agency.

3.4. 3.4. Service-Level Expectations

- The Vendor shall provide a consistent, accessible single point of contact for the account. The designated point of contact must be professional and readily accessible during business hours to address any questions, concerns, or issues that may arise. The point of contact should possess comprehensive knowledge of the account details, including all agreements and performance expectations. They should respond to all inquiries and communications promptly and effectively.

- The Vendor shall respond to requests to fill temporary positions within the time frame specified in each request. The urgency of these requests can vary significantly.
 - Passive Recruitment: For roles where finding the perfect candidate is critical, the Vendor may engage in a passive recruitment process, taking the time necessary to identify and select the most suitable candidates.
 - Urgent Recruitment: For positions requiring immediate staffing, the Vendor shall prioritize speed and efficiency to identify, screen, and present candidates as quickly as possible.
- The Vendor shall ensure that all temporary placements are assessed against the specified job requirements and client expectations.
- Ensure that candidates sent for recruitment meet the minimum qualifications of the job and can perform the main duties of the position. Several Agency positions require temporary staff to carry a valid CA driver's license in order to operate a motor vehicle on City and County roads. All **Maintenance** positions, **Community Property Representatives**, **Construction Technicians** and **Resident Services Technicians**, are required to be able to drive a vehicle (Agency-owned or personal) during the course of their work day as a part of their position conducting Agency business at different properties around the City and County of Sacramento.

3.5. 3.5. Compliance and Legal Requirements

- Selected firms must comply with applicable state and federal labor laws, including fair wage practices and OSHA requirements.
- The Agency will not be responsible for paying California Paid Sick Leave for temporary staff.
- If a temp requests mileage reimbursement through your firm, we will reimburse your firm for the charges but we will not pay a mark-up on the charge.

3.6. 3.6. Background Check Specifications

- Provide and conduct thorough criminal background and reference checks for each candidate prior to recommending them to the Agency.

3.7. 3.7. Onboarding and Training

- Onboarding and training for temporary staff will be handled by the department in which the temporary employee will be a part of.

3.8. 3.8. Vendor Requirements

- Provide regular daily follow up with the Agency on temporary positions that have not been filled or that require replacement temporary staffing.
- Provide monthly Section 3 reporting to the Agency, by the 5th of the month for the preceding month.
- Provide the billing rate for each temporary employee, job classification and applicable mark-up rate that will be recruited for
- Provide detailed temporary staffing reports on a monthly basis that include data such as name of the employee, position and location, classification, total hours worked, start and end dates (as

applicable) in addition to ad hoc reports as requested. See Section 3 Reporting Form located in the Attachment D - SHRA Section 3 Compliance Package 2024.

3.9. 3.9. Performance Metrics and Evaluation

- Vendors are required to provide **monthly** reporting by the 5th of each month for the preceding month for the following: Section 3 Labor Hours (see attachment F - Template 1)
- Vendors are required to provide **monthly** reporting by the 5th of each month for the preceding month for the following: Fill and retention report (see attachment G - Template 2)
- **Vendors agree to meet with the Human Resources department on a semi-annual basis.** The purpose of these meetings is to review performance of the temporary staff, address any concerns, and discuss compliance with performance metrics.

3.10. 3.10. Mark-Up and Billing Detail

- Request a detailed breakdown of costs beyond mark-up rate such as overtime rates, holiday pay, and additional fees.
- Vendor invoices must include:
 - Employee Name
 - Employee Classification/Position
 - Employee Pay Rate
 - Employee Mark Up Rate
 - Employee Hours
 - Employee Timesheets with corresponding approval as supporting documentation

- Upon request of Agency, vendor must be able to separate invoices based on department or position.

3.11. 3.11. Handling Conflicts or Issues

- Vendor will communicate with temporary staff for issues or terminations

3.12. 3.12. Confidentiality and Data Protection

Firms selected by SHRA will be asked to sign the Agency's PII (Personally Identifiable Information) requirements document as part of the contract process.

3.13. 3.13. Agency Schedule

Sacramento Housing and Redevelopment Agency (SHRA) is operating under a **9/8/80 work schedule**. Under this new work schedule, employees will work a total of 80 hours over a span of nine days, receiving every other Friday off. Attached is the full 2025 calendar of hours of operation, which includes work hours by day (see attachment H - 9/8/80 Work Schedule Calendar)

Temporary staff have two options regarding this new schedule:

1. **9/8/80 Schedule:**

Temporary staffing firms may opt to have their employees voluntarily participate in the 9/8/80 schedule, which means they will accumulate 80 hours every two weeks. In the week when Friday is an off day, they will work 36 hours, and in the following week, they will work 44 hours. Please note that the additional 4 hours worked on Friday will not qualify as overtime. Staffing firms are responsible for ensuring their employee is eligible for a 9/8/80 schedule.

2. **Standard Schedule:**

Alternatively, temporary staffing firms can have their employees adhere to a standard schedule, working Monday through Friday from 8 AM to 5 PM. In this case, if there is an off Friday, they will only work 32 hours that week. On working Fridays, SHRA business hours are 7:30 AM to 4:30 PM. All employees, including temp employees, will report to work from 7:30 AM to 4:30 PM.

4. 4.....Insurance Requirement

4.1. 4.1.....Basic Requirements

During the term of the contract, the selected contractor must be able to meet Agency Insurance Requirements.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Any questions or concerns regarding insurance coverage should be discussed with SHRA's General Counsel or Risk Management. Work shall not proceed until insurance issues/ concerns are resolved.

During the term of the contract, the vendor shall maintain the following insurance coverage from insurance providers licensed to do business in California and having a Best's rating of at least A-VII, or a rating of such other rating service as the Agency, in its sole discretion, shall require.

Basic Requirements:

- Named certificate holder on all certificates of insurance shall be:
**Sacramento Housing and Redevelopment Agency and Its
Constituent Entities
801 12th Street
Sacramento, CA 95814**
- Certificates of Insurance shall include applicable endorsements. Insurance certificates shall not be accepted without the required endorsements. Further guidance of required endorsements is outlined below.
- Proper notification of cancellation of coverage is required. Contractors are required to provide notice of cancellation within ten (10) days for non-payment, and within thirty (30) days for all others.
 - Failure to maintain the required insurance coverage is a material breach of the Contract. Agency shall, nevertheless, have the right, without obligation, to pay any delinquent insurance premiums and any other charges to reinstate or maintain the required insurance policies and coverage. Vendor must immediately reimburse Agency for any and all costs incurred by Agency in obtaining or maintaining such insurance. If Agency does incur such costs, Agency shall have the right to withhold such amount from any payment due to the vendor under the Contract and to reduce the compensation payable to the vendor under the Contract by such amount.

- Any deductibles or self-insured retentions must be declared to and approved by the Agency.

4.2. 4.2. Service Contract and Supply Contract Insurance Requirements

- **Commercial General Liability:** A policy of comprehensive general liability insurance which shall include, without limitation, coverage for contractual liability, public liability and property damage, written for not less than the single limit liability coverage stated.
 - Requirements:
 - Limits shall be no less than:
 - \$1,000,000 per occurrence for all covered losses
 - \$2,000,000 general aggregate
 - Deductible shall be \$25,000 or less
 - Endorsements:
 - ISO Form CG 00 01 or equal equivalent
 - ISO Form CG 20 10 or equal equivalent
 - Projects over one million dollars are subject to Agency General Counsel determination of alternate limits.
- **Automobile Liability:** *Required if motor vehicles are used in performing services in connection with contract.* Contractor shall provide automobile liability coverage for owned, non-owned, and hired automobiles.
 - Requirements:
 - Limits shall be no less than: \$1,000,000 per accident
 - Deductible shall be \$5,000 or less
 - Deductible shall be \$5,000 or less
 - Requests:
 - ISO Form CG 00 01 or equal equivalent
 - ISO Form CG 20 10 or equal equivalent
- **Workers Compensation and Employers Liability Insurance:** California law requires a company to have Workers Compensation insurance if they have one (1) or more employees.
 - Requirements:
 - Limits shall be no less than \$1,000,000 per accident or disease.
 - Coverage is required whether the employee is full-time, part-time, temporary, or a family member of the owner. All employees of a company as legally defined including corporate officers and directors must be included in the Worker's Compensation policy unless they are owners of the

firm. An owner of a firm is defined as having a 25% interest in the firm.

- **Professional Liability:** Required for all professional services provided, including but not limited to: accountant, architect, attorney, claims administration firms, consultants, insurance brokers, engineers, financial advisors, or other person who maintains a professional license.
 - Limits shall be no less than:
 - \$1,000,000 per claim
 - \$1,000,000 aggregate
 - Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement.
 - Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

5. 5.....M/WBE and Section 3 Requirements

The Agency strongly encourages participation by local qualified firms and organizations in all aspects of contracting. The Agency actively encourages participation of Small Business Enterprises (SBE), Minority and Women Owned Business Enterprises (M/WBE), and Section 3 businesses in all aspects of contracting.

Section 3 of the Housing and Urban Development Act of 1968 (Section 3), as amended (12 U.S.C. 1701u), requires the Agency to ensure that employment and other economic and business opportunities are directed to public housing residents and other low-income persons, to the greatest extent feasible; particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very low-income persons (Section 3 Worker).

The contract resulting from this solicitation is subject to Section 3 requirements. During the term of this contract, should the selected Contractor have the need to hire new employees, the Contractor shall make every effort to meet the Section 3 goals. The Agency will monitor Contractor's compliance with Section 3 requirements. Specific Section 3 documents are provided under [#Proposal Submittal Format and Requirements](#).

6. 6..... Contract

It is the intent of the Agency to award multiple contracts to create a list of vendors for Agency Temporary Staffing specified in this RFP document. The contract shall be for an initial period of two (2) years with the option to add up to three (3) additional periods. Provided, however, that under no circumstances shall the Term, as extended, exceed a total of 5 years. The additional periods are at the sole discretion of THE AGENCY based on the contractor's performance and the Agency's needs. Should THE AGENCY choose to exercise its option to extend the contract, the selected contractor will be given the opportunity to amend the annual fees after the initial term as part of their submittal to this RFP. Contractor shall inform THE AGENCY at least sixty (60) calendar days prior to contract expiration of their desire to revise the proposed fees for the upcoming year. Contractor shall provide documentation supporting their request for fee revisions that there have been substantial changes in the business economic conditions that would warrant fee increases (i.e. substantial increases in fuel costs, parts/materials, etc.) before any revisions shall be considered. The Agency, at its exclusive discretion, can approve, negotiate, or decline the proposed fee revisions.

The Agency reserves the right to re-solicit at any point during this contract to add additional vendors to the list in order to meet the needs of the Agency.

The services under this contract may be used by any department, division, or legal entity of the Agency.

Prospective Contractors are advised to review the contract agreement and attachments before submitting their proposals. Any questions or clarifications must be submitted during the RFI period. A sample of the contract is provided as under [#Attachments](#).

7. 7.....Agency Contact

All questions, requests for clarification, and submittal procedures, requirements and selection procedures concerning this RFP are to be submitted no later than 4:00 pm on Wednesday, January 22, 2025, via OpenGov:

<https://procurement.opengov.com/portal/shra>

A. Agency Contact:

- Keith Peloquin – Compliance/Procurement Analyst
- (916) 449-6296
- E-Mail: kpeloquin@shra.org

Written replies to all inquiries will be posted in OpenGov. If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be issued via OpenGov no later than 5:00 pm on Thursday, January 23, 2025.

Do not contact other Agency employees or Selection Committee members regarding this project or the selection procedures. Any communication with other Agency employees regarding this RFP, its scope, technical specs or submittal requirements is grounds for disqualification from this RFP. The Agency will not be responsible for oral or other explanations / interpretations of the RFP document or procedures.

8. 8.....Time and Place for Submission of Proposal

Contractors responding to this RFP shall review the specific submittal requirements and questions below, and submit their proposal via OpenGov:

All proposals must be received no later than 2:00 pm on Thursday, January 30, 2025. If the proposal is late or incomplete, that firm may be eliminated from consideration. Proposals will **ONLY** be accepted through OpenGov, **NO EXCEPTIONS**.

OPENGOV NOTE: When uploading your documents to OpenGov, please allow sufficient time to complete the process: Once the clock turns 2:00 pm your submittal will not be accepted if you are in the process of uploading. For technical issues relating to your proposal upload, please contact OpenGov Customer Support (while logged in) using the real-time chat (blue bubble) located on the bottom right-hand corner of the screen, or via email at procurement-support@opengov.com.

After selection and execution of the contracts, all information and materials provided in each submittal received is subject to disclosure through a Public Records Request pursuant to the California Public Records Act.

9. 9..... Proposal Submittal Format and Requirements

Submittals of Part I below are to be standard sized (8.5" x 11") pages. Number each page. Brevity is encouraged; however, be sure to fully address each item listed below as part of your RFP submittal. To facilitate review by the Selection Committee, please submit information in accordance with the following format, identifying each item, in order, by the appropriate number.

9.1. 1. Technical Proposal

There shall be no cost/fee information submitted in the Technical Proposal. Any cost/fee information submitted in Part I will be cause for disqualification.

9.1.1. 1.1. Cover Letter*

- A. Please provide a cover letter introducing your company on company letterhead including: principal office address, address of office that will be providing the services, name, title, phone number, and email of proposal contact. This cover letter must be executed by an authorized signatory of the company.
- B. Provide a brief narrative of the company, including company size, years of operation, areas of expertise, relevant Contractors State License Board numbers, and or certifications and any other relevant information.

*Response required

9.1.2. 1.2. Qualifications and Experience on Similar Projects*

- A. Provide Company Structure and History.
- B. Provide a summary of the project to demonstrate a thorough understanding of the scope. Explain how will you will manage and guarantee all of the scope requirements set forth in this RFP.
- C. Provide a list of all key team members and brief resumes highlighting their previous experience on similar projects.

*Response required

9.2. 2. SECTION 3 REQUIREMENTS

9.2.1. 2.1. DECLARATION OF UNDERSTANDING AND INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS*

Offerors for the 2437KP and project (Agency Temporary Staffing) hereby understand and agree to comply with all provisions of Section 3 as set forth in 24 CFR Part 75, as applicable.

Completed Section 3 Documents (Business & Worker self certification forms and Reports) and any Section 3 questions can be submitted to the Agency:

Sacramento Housing and Redevelopment Agency

Procurement/Section 3

801 12th St, 2nd Floor

Sacramento, CA 95814

Section3@shra.org

Monthly Section 3 reporting will be sent to SHRA HR department as specified in the Scope of Work section of this RFP.

☐ Please confirm

*Response required

9.3. 3.MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) REQUIREMENT FOR PRIME CONTRACTOR

For bids \$25,000 and above, this project is subject to the Minority Business Enterprise (“MBE”) and Women’s Business Enterprise (“WBE”) requirements under the U.S Department of Housing and Urban Development. The specific federal requirements are found at 2 CFR § 200.321.

9.3.1. *3.1. DECLARATION OF UNDERSTANDING AND INTENT TO COMPLY WITH MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) REQUIREMENTS**

Bidders/offerors are required to solicit quotes from M/WBE firms for any subcontracting opportunities for bids over \$25,000.

Offerors for the 2437KP and project (Agency Temporary Staffing) hereby understand and agree that failure to provide proof of good faith outreach for M/WBE Subcontractors may result in your bid being deemed non-responsive and thrown out.

☐ Please confirm

*Response required

9.3.2. *3.2. SECTION 3 AND MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) GOOD FAITH EFFORT OUTREACH**

Upload a copy of all advertisements for M/WBE and Section 3 Subcontractors that were placed in a publication of general circulation (i.e. Craig's List, plan rooms, etc.). For any trade that the prime is not self-performing the prime must place an ad **seven** days prior to bid due date requesting bids from M/WBE and Section 3 subcontractors.

*Response required

10. 10. Pricing Proposal

Please provide your markup percentage for each job classification. For job classifications that you don't provide, mark as No Bid.

MARK-UP RATE - ADMINISTRATIVE, CLERICAL, AND PROFESSIONAL

Line Item	Classification	Approximate Employee Pay Rate	Percentage	No Bid	Hourly Rate
1	Housing Program Technician - HCV	Set by Agency			N/A
2	Customer Service Representative	Set by Agency			N/A
3	Community Property Representative	Set by Agency			N/A
4	Housing Assistant	Set by Agency			N/A
5	Contact Center Agent	Set by Agency			N/A
6	Office Technician	Set by Agency			N/A
7	Accountant	Set by Agency			N/A
8	Accountant	Set by Agency			N/A
9	Accounting Technician	Set by Agency			N/A
10	Compliance/Procurement Analyst	Set by Agency			N/A
11	Buyer	Set by Agency			N/A
12	Community Development Analyst	Set by Agency			N/A
13	Regulatory Compliance Analyst	Set by Agency			N/A

Line Item	Classification	Approximate Employee Pay Rate	Percentage	No Bid	Hourly Rate
14	Resident Services Technician	Set by Agency			N/A

MARK-UP RATE - INFORMATION TECHNOLOGY

Line Item	Classification	Approximate Employee Pay Rate	Percentage	No Bid	Hourly Rate
15	IT Applications and Development Analyst	Set by Agency			N/A
16	IT Applications and Support Analyst	Set by Agency			N/A
17	IT Desktop and Support Analyst	Set by Agency			N/A
18	IT Customer Service Specialist	Set by Agency			N/A
19	IT Systems and Cloud Engineer	Set by Agency			N/A

MARK-UP RATE - LIGHT INDUSTRIAL

Line Item	Classification	Approximate Employee Pay Rate	Percentage	No Bid	Hourly Rate
20	Maintenance Worker	Set by Agency			N/A
21	Maintenance Worker Apprentice	Set by Agency			N/A

11. 11. Selection Process Overview

The Agency's evaluation of Contractors will be based upon those materials submitted in response to this request for proposals. To be considered in the selection process, each company must submit complete submittals and related materials. The evaluation process is a two stage process as indicated below:

Stage 1:

A Selection Committee will be established according to the Agency's policy.

Submittals will be received and evaluated to determine if all items requested were submitted. Copies of each complete submittal will be provided to each member of the Selection Committee.

Stage 2:

The Selection Committee will review each submittal individually. It is anticipated that the Selection Committee will rank the firms and make the final selection directly from the written submittals. Proposers must score 70% or higher for "**Part I: Technical Proposal**" to be considered responsive. Only responsive proposals will be evaluated for cost.

The Agency reserves the right to request additional information or clarifications from any or all firms before completing an evaluation of the qualifications. Additionally, if deemed necessary and at the sole discretion of the Selection Committee, oral interviews of two or more Contractors determined most qualified for the project will be scheduled at a later date and final selection made after interviews. Upon completion of this process the Contractor deemed most qualified for the project will be selected.

11.1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Qualifications, History, and Experience of Company and Team Members</p> <ul style="list-style-type: none"> • Give a summary of company size, years of operation, areas of expertise, relevant license numbers and or certifications, and any other relevant information. • Explain how your firm establishes its temporary staffing pool for government agencies or similar accounts and provide a detailed description of the testing, screening and interview techniques your firm uses to determine individual skill levels and abilities. • Include anything you feel would be relevant in the Selection Committee's evaluation of your firm's qualifications. • Provide a list of all key team members and their resumes, highlighting their previous experience on similar projects. • Provide a list of references for the recruiter(s) how would be managing the account (3 to 5) with the contact person's name, title and phone number and the dates the services were provided. • Detail what sets your firm apart from other staffing agencies and why your firm is uniquely qualified to provide temporary staffing services to the Agency. 	Points Based	25 (25% of Total)
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2.	Past Successful Performance on Similar Projects <ul style="list-style-type: none">• Provide a description of your management capacity and financial viability to deliver the proposed services.• List and explain your experience in staffing for large organizations with urgent and changing staffing needs.• Describe your firms experience working with government agencies. Please include any public service work.	Points Based	15 <i>(15% of Total)</i>
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3.	<p>Approach to the Project</p> <ul style="list-style-type: none"> Describe how your team will work with the client representatives in this process and how the client representatives can be prepared to work with you (Project Management Approach). How will your staffing firm get acclimated to our agency, departments, and positions to understand them? Describe the standards your firm will provide to ensure performance of work. Example – coaching, performance counseling and training expectations. Describe the methodology used to fill a staffing service request. Detail how your firm would typically source and advertise based on the list of job positions provided. Provide a sample advertisement for a Housing Program Technician temporary position at our Agency. Describe how you source your candidates utilizing the top 3-4 interview/screening questions you use to assess the skills of the temp. Describe any metrics your firm has in place to track time to fill positions and quality of hire. State the average response time for filling staffing requests. Provide a sample report on metrics that you would supply the Agency on a monthly basis (as required in the Project Scope). Discuss your firm's process or policy regarding replacing a temporary employee (e.g., how do you end a temp's assignment, attendance issues, personality conflicts or other employee relations issues). 	Points Based	25 (25% of Total)
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	<ul style="list-style-type: none"> Describe your safety and on-the-job injury prevention orientation process when placing new employees into your temporary worker pool. Describe your sexual harassment/workplace violence prevention training when hiring/placing new employees into your temporary work pool. Please note your process with applicable California State Labor Laws under the leaves available to temps and indicate if they apply to you - California Sick Leave and FFCRA. The Agency will not be held responsible to pay California Paid Sick Leave. How will this be handled by your staffing firm? Describe the diversity outreach efforts your firm uses to hire low and very low income persons (Section 3 residents), minorities, women and disabled persons for placement in temporary staffing assignments. Describe your firm's technical capabilities (in terms of personnel, equipment and materials), management capabilities (including staffing of key positions, method of assigning and monitoring work, procedures for maintaining agreed upon levels of service). 		
4.	<p>Cost/Fee Proposal</p> <p>Complete the Pricing Table for the job titles included in this RFP. Submit any or all that you are interested in providing services for. If a position is not listed, please provide a table in the same format with your mark-up rate for the position.</p>	N/A	N/A

11.2. Phase 2 - Interviews

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Interview Phase - Question 1 Meet with SHRA's Human Resources Department and answer a series of questions relating to qualifications.	0-100 Points	10 (33.3% of Total)
2.	Interview Phase - Question 2 Meet with SHRA's Human Resources Department and answer a series of questions relating to experience.	0-100 Points	10 (33.3% of Total)
3.	Interview Phase - Question 3 Meet with SHRA's Human Resources Department and answer a series of questions relating to services.	N/A	N/A

12. 12. Award Notice and Acceptance Period

Notice of Intent to Award the contract will be sent by email to all Contractors submitting a timely proposal. If the apparent successful Contractor(s) fails to negotiate and deliver an executed contract the Agency may cancel the award and award the contract to the next highest ranked Contractor(s).

Should any Contractor wish to protest the final selection, they shall have five (5) business days from the date of the Notice of Intent of Award to submit a written protest to the Agency. The written protest shall be full and complete; specifying in detail the grounds of the protest and the facts supporting the protest or it will not be considered. Any Contractor who has a legitimate protest must claim to be eligible for award of the contract. Protest letters are to be sent to:

- Sacramento Housing and Redevelopment Agency
- Attn: Procurement & Contracts Manager
- 801 12th Street, 2nd Floor
- Sacramento, CA 95814
- Or by e-mail to: ps@shra.org

All protests shall be resolved in accordance with the Agency's protest policy and procedures, copies of which are maintained at the Agency and available upon request.

13. 13. Award of Contract

Following the selection of the most qualified Contractor, a contract will be negotiated and executed. If the Agency is unable to negotiate a satisfactory agreement with the selected Contractor, it will undertake negotiations with the next ranked Contractor, and so on, until a satisfactory agreement is reached. A sample contract is provided under [#Attachments](#). The prospective firms are advised to review the contract, all of the provisions and attachments to the contract before submitting their proposal.

The full execution of a written contract shall constitute the making of a contract for services and no contractor shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful Contractor and the Agency.

14. 14.Mistake in Proposal

If after Proposal Closing Time but prior to a contract award, a proposer discovers a mistake in their proposal that renders the proposer unwilling to perform under any resulting contract, the proposer must immediately notify the Agency in writing and request to withdraw the proposal. The notice shall be addressed to the Contracting Officer, signed by a duly authorized officer of the proposer and delivered to the Proposal Submittal Address listed. It shall be solely within the Agency's discretion as to whether withdrawal will be permitted.

15. 15. Error in Submitted Proposals

If an error is discovered in a vendor's proposal, the Agency may at its sole option retain the proposal and allow the proposer to submit certain arithmetic corrections. the Agency may, at its sole option, allow the proposer to correct obvious clerical errors. In determining if a correction will be allowed, the Agency will consider the conformance of the proposal to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If the proposer's intent is clearly established based on review of the complete proposal submitted, the Agency may, at its sole option, allow the proposer to correct an error based on that established intent.

16. 16. Agency's Rights, Options, and Policies

- A. The Agency reserves the right to decide that one firm is more responsive than the others and to select after review of the written submittals only.
- B. The Agency reserves the right to reject any and all submissions, request additional information, amend the project schedule, or issue additional requirements throughout the selection process. It is the responsibility of the Contractor to verify that all necessary information is submitted by the due date.
- C. The Agency reserves the right to modify any portion, postpone or cancel this RFP at any time, and/or reject any and all submissions without indicating any reason. No submission documents will be returned.
- D. The Agency reserves the right to reject individual team members, firms, and request substitution without indicating any reason prior to contract award;
- E. The Agency highly encourages participation by local qualified firms and Contractors in all aspects of contracting unless the project requires unusual or highly specialized services.
- F. The Agency actively encourages participation of small, minority and women owned business enterprises in all aspects of contracting.
- G. No compensation is offered for any work related to this selection process. Submissions are entirely voluntary. All original documents including electronic files become the property of the Agency. If any submission is late or incomplete in any way, that Contractor will be eliminated from consideration.
- H. Materials contained in each proposal will be considered proprietary until selection. Following selection, however, the contract scope of work may be amended by the Agency and negotiated based upon ideas provided by any source.
- I. In accordance with federal and state laws, the Agency does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran's status or disability in the provision of services.
- J. Procured Consultants / Contractors will not be considered Agency personnel and the Agency assumes proposal of certain personnel to be a statement of their availability to do the work.
- K. The Agency reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the Agency's choosing.
- L. The Agency reserves the right to put a particular scope of work out to bid under a separate contract if it deems it advantageous to the Agency.
- M. The Agency reserves the right to allow other Housing Authorities or governmental agencies to piggyback from this solicitation or any contract arising from this solicitation. It is the sole discretion of the Contractor to enter into accept such agreement with a third party agency.
- N. The Agency reserves the right to re-open this solicitation to increase the response to satisfy the needs of the Agency.