



## **TEMPORARY STAFFING SERVICES**

### **IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Temporary Staffing Services to be received only by submitting electronically at:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

#### **The Procurement Schedule is as Follows:**

- July 18, 2016 Request for Proposal released
- July 29, 2016 Deadline for Requests for Clarification – 10:00 a.m.
- August 12, 2016 Deadline for Proposal Submission – 5:00 p.m.

The City of West Hollywood (CITY) is requesting proposal for the provision of temporary staffing services to meet the on-going business needs of the City. Copies of the proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

#### **Minimum Qualifications**

The Agency will have public agency experience in sourcing, screening, and providing quality candidates to fill the temporary staffing needs for a diverse range of positions that include, but not limited to: Administrative Specialist I – IV, Accounting Finance/Specialist, Network Administrator, Administrative Analyst, Maintenance Technician and Code Compliance Officer.

The Agency shall be licensed and insured to provide the temporary staffing services required in the Scope of Services.

The Agency shall strictly adhere to all state and federal laws with respect to discrimination in employment and shall not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability. The agency must conform to the provisions of the Immigration Reform and Control Act of 1986 by verifying the employment eligibility of each person referred to the City. If applicable, the agency must also conform to the provisions of the Patient Protection and Affordable Care Act (ACA) of 2010.

**Evaluation Criteria**

- Qualification of Agency
- Qualification of Personnel
- Approach and Understanding of Scope of Services
- Cost and Adherence to Alternate Work Schedule

**Please Refer to Other Proposal Documents:** The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Yaasmin Mauris at 323-848-6345 or via email at ymaurs@weho.org.

BY ORDER OF the City of West Hollywood.

**AFFIDAVIT OF POSTING**

State of California )  
County of Los Angeles )  
City of West Hollywood )

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: July 19, 2016

Signature: Alycia T. Porello