



## **REQUEST FOR PROPOSALS FOR TEMPORARY STAFFING SERVICES**

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as CITY, invites proposals for Temporary Staffing Services.

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

March 13, 2023	Request for Proposal Released
March 20, 2023	Deadline for Substantive Questions – 12:00 p.m.
March 23, 2023	Answers to Substantive Questions will be posted via Addendum by 5:00 p.m. within 72 hours (business days) of receipt
<b>April 3, 2023</b>	<b>Deadline for Proposal Submission electronically – 5:00 p.m.</b>
April 11, 2023	Announcement of the Short-Listed Firms via email – 5:00 p.m.
April 17-19, 2023	Interviews & Presentations of Short-Listed Firms
April 26, 2023	Selection Notification via email
July 1, 2023	Contract start date

The City of West Hollywood (CITY) is inviting proposals for the provision of temporary staffing services to meet the ongoing business needs of the City. A copy of the full Request for Proposals (RFP) is available at no cost from the City of West Hollywood website address link: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>.

Proposals shall only be accepted electronically on the City's bid portal: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

### **Minimum Qualifications**

The Temporary Staffing Services (FIRM) must 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 are not limited to:

- Administrative Specialist I – IV
- Accounting Finance/Specialist
- Accounting Technician
- Maintenance Technician
- Senior Maintenance Technician
- Code Enforcement Officer

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

The Firm 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 firm 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 firm must also conform to the provisions of the Patient Protection and Affordable Care Act (ACA) of 2010.

### Evaluation Criteria

Qualifications of Firm	25 points
Qualifications of Personnel	20 points
Approach and Understanding of the Scope of Services	30 points
Cost and Adherence to Alternative Work Schedule	25 points
Total Possible Points	100 points

**Please Refer to Other Proposal Documents:** The scope of work and proposal submission process are 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 the contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

**Point of Contact:** The point of contact for this project is Cienna Leung, who can be reached at 323-848-6365 or via email at [cleung@weho.org](mailto:cleung@weho.org). Communication or solicitation with other City of West Hollywood officials or employees regarding an aspect of this RFP is expressly prohibited and may result in disqualification.

BY ORDER OF the City of West Hollywood  
Melissa Crowder, City Clerk

#### 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 this document was posted on:

Date: March 13, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk