

RESOLUTION NO. _____

**AUTHORIZATION TO ENTER INTO CONTRACT WITH FLEXIBLE
STAFFING AND AHEAD HUMAN RESOURCES TO PROVIDE TEMPORARY
EMPLOYMENT SERVICES**

Item No. 5D

WHEREAS, the contract with Purcell Staffing and Ahead Human Resources to provide temporary employment services to the Louisville Metro Housing Authority (LMHA) for the 2021-2022 contract year expired November 26, 2022; and

WHEREAS, the procurement provisions for the Ahead Human Resources and Purcell Staffing temporary service contracts provided for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the 2021-2022 contracts represented the fourth and final of the four one-year renewal options; and

WHEREAS, Purcell Staffing partnered with Flexible Staffing and their name was changed from Purcell Staffing to Flexible Staffing. Flexible Staffing adhered to the contract in force between Purcell Staffing and LMHA with no changes; and

WHEREAS, in October 2022, staff endeavored to obtain temporary employment services through state contract. The respondent companies from the state contract list were unable to meet LMHA's temporary worker needs; and

WHEREAS; on November 22, 2022 a Request for Proposal (RFP) was released for the procurement of Temporary Employment Services. Flexible Staffing agreed to extend the contract with LMHA through December 31, 2022 at the current contract rates during the RFP process; and

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WHEREAS; staff received and reviewed bids that were received from Flexible Staffing, Ahead Human Resources, Talantage HR and Talent Solutions, and Staffmark; and

WHEREAS; staff determined that the bids submitted by Flexible Staffing and Ahead Human Resources, LMHA's current providers of temporary employment services, were determined to be the lowest and most responsive bids; and

WHEREAS, the combined cost of temporary employment services provided by Flexible Staffing and Ahead Human Resources during the period of December 1, 2021 through November 30, 2022 was \$116,507.00. The combined contract amount approved for temporary employment services for the current contract period was "not to exceed" \$227,000.00; and

WHEREAS, staff recommends Flexible Staffing and Ahead Human Resources to provide temporary employment services to LMHA for the combined "not to exceed" amount of \$200,000.00 for the 2023 – 2024 contract year; and

WHEREAS, the terms of the contracts will be for a one-year period with annual renewal options for up to an additional four years; and

WHEREAS; funding for these contracts will be factored into the FY 2023 and FY 2024 operating budgets.

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NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with Flexible Staffing and Ahead Human Resources to provide temporary employment services to LMHA for the period of February 1, 2023 to February 1, 2024 in the combined "not to exceed" amount of \$200,000.00.

RESOLUTION BACKGROUND STATEMENT

AUTHORIZATION TO ENTER INTO CONTRACT WITH FLEXIBLE STAFFING AND AHEAD HUMAN RESOURCES TO PROVIDE TEMPORARY EMPLOYMENT SERVICES

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) has a periodic need for temporary employees to be used in various departments within the Agency. The LMHA entered into a contract with Ahead Human Resources and Purcell Staffing to address this need.

In July 2022, Purcell Staffing partnered with Flexible Staffing and their name was changed from Purcell Staffing to Flexible Staffing. Flexible Staffing adhered to the contract in force between Purcell and LMHA with no changes.

The procurement provisions for the Ahead Human Resources and Purcell Staffing (now Flexible Staffing) contracts provided for a one-year contract with four subsequent annual one-year renewal options without additional procurement. The fourth of the four one-year contract renewals expired November 26, 2022. A Request for Proposal for temporary employment services was released in November. Flexible Staffing agreed to extend the contract with LMHA through December 31, 2022 at the current contract rates.

In October 2022, in an effort to seek out better hourly rates and a larger pool of available temporary workers, staff sought out temporary employment companies on state contract.

Staff sent out requests for rate quotes to the five companies listed on the state contract list whose state contracts had not expired. Four of the five companies responded. During follow-up conversations with the respondents, it was learned that each of the companies dealt primarily with long term temporary placements; and either could not meet the quick, short-term needs LMHA often has or would have difficulty doing so.

Therefore, on November 22, 2022 staff released Request for Proposal (RFP) # 1584, for the procurement of Temporary Employment Services. The RFP included copies of job descriptions for the specific LMHA job classifications for which temporary workers have been most commonly utilized. The open date for bids was December 13, 2022.

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I. STATEMENT OF FACTS (cont'd):

As a result of the procurement process proposals to provide the service was received from the following companies:

Flexible Staffing
Ahead Human Resources
Talantage HR and Talent Solutions
Staffmark

The hourly rate for each job classification, by company, is listed below:

LMHA Job Classification	Flexible Staffing	Ahead HR	Talantage	Staffmark
Housing Clerk Typist	\$17.16	\$19.53	\$20.33	\$23.80
Administrative Aide	\$18.48	\$20.18	\$25.12	\$25.84
Receptionist	\$18.48	\$19.53	\$22.41	\$24.45
Secretary	\$20.79	\$21.48	\$25.42	\$28.56
Maintenance Worker I-B	\$18.48	\$20.83	\$25.91	\$28.56
Data Entry Operator	\$18.48	\$19.86	\$22.67	\$24.89
Accounting Clerk I	\$20.13	\$25.97	\$24.93	\$29.42

In addition to cost, the Temporary Agencies were evaluated on the following: **Quality and Quantity of Applicant Pool, Experience and References, Currently Conducting Drug Screens and Background Checks.**

Staff has determined that Flexible Staffing and Ahead Human Resources submitted the most responsive bids, and it is recommended that both companies be utilized as needed.

The use of temporaries decreased during the 2021-2022 contract period. The combined cost of temporary employment services provided by Flexible Staffing and Ahead Human Resources during the period of December 1, 2021 through November 30, 2022 was \$116,507.00.

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I. STATEMENT OF FACTS (cont'd):

The need to utilize temporary workers remain due to various factors, such as full-time employee turnover due to promotions, lateral transfers, employment separations and long-term employee illnesses. Additionally, it is customary each year to utilize several temporary maintenance workers in Auto/Grounds during the grass cutting season. These temporaries are generally no longer needed by the end of October and no later than the first week of November.

The combined contract amount approved for temporary employment services for the 2021-2022 contract period was “not to exceed” \$227,000.00. Due to the factors listed above, as well as unforeseen future circumstances; and the fact that utilization of temporary workers decreased during the 2021-2022 contract year, staff is requesting approval of the combined “not to exceed” amount of \$200,000.00 for temporary employment services for the 2023-2024 contract year.

II. ALTERNATIVES:

- A. Approve Contracts with Flexible Staffing and Ahead Human Resources to provide temporary employment services to the LMHA.
- B. Do not approve Contracts with Flexible Staffing and Ahead Human Resources to provide temporary employment services to the LMHA.

III. RECOMMENDATION:

Staff recommends Alternative “A.”

IV. JUSTIFICATION:

Periodically, various departments within LMHA have the need to utilize temporary workers. The Contracts with the Temporary Employment agencies establishes contracted rates for the LMHA job classifications for which temporary employment services are most often utilized, thereby reducing the overall cost for the service.

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V. BUDGET APPROVAL:

Funding for the Temporary Employment Services contracts is provided from the FY 2023 and FY 2024 Operating Budget.

Aaron Dean, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

Steve Webb, Purchasing Agent

Date

Submitted by: Joyce A. Babb
Director of Personnel
January 17, 2023