



## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 05/30/2013

**TO:** Kevin Startt  
Acting Director of Purchasing

**FROM:** Teresa Chapman  
Procurement Specialist

**Subject:** Executive Summary – Request For Proposal No. 14-18-18  
Temporary Staffing Services

**Dept:** Human Resources  
**Pre-Proposal Date:** NA  
**Proposal Due Date:** May 1, 2013

**Date Issued:** April 16, 2013  
**No. of Individuals Attending:** NA  
**No. of Proposals Received:** 10

### BACKGROUND

It is the intention of the Tucson Unified School District to purchase Temporary Staffing Services. The needs of temporary staffing services vary by departments. This bid is designed to cover purchases of temporary staffing service transactions of various positions throughout the school year. The purpose of this bid is to establish vendors that will offer the best service and fair market prices for multiple usage of temporary staffing services and other related services.

### EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Tracey McGhee, Sr. HR Coordinator, Chairperson  
Christina Vasquez-Case, Sr. HR Coordinator  
Adele Edwards, Coordinator Technology Services-Organizational Development  
Shirley Sokol, Interim Director-Food Services  
David Wilson, Site Appearance Supervisor-Operations

The District received ten (10) proposals from the following firms:

Apple One Employment  
Delta T Group  
Adecco

BBS  
22<sup>nd</sup> Century Technologies  
Productive DataCommercial Solutions  
Smart Schools Plus  
The Temp Connection  
Manpower  
Labor Finders

Four (4) No-Bids were also received.

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted. All proposals were deemed eligible for the committee's review. However, the committee is charged with the final determination of acceptability.

On May 8, 2013, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement For Procurement Evaluations, the District's Procedures For Evaluation of Proposals By A Committee, a copy of the RFP document and copies of all the proposals.

The committee reconvened on May 20, 2013 to discuss the responses. Final scoring was completed and emailed to me on May 22, 2013. I compiled the final scores from all members and sent the totals to Tracey McGhee to discuss with the committee the number of vendors needed to meet District needs. The committee came to a consensus to recommend award to the four (4) vendors which meets the needs of the district. The final scores are attached. A recommendation was submitted by Tracey McGhee.

**AWARD RECOMMENDATION:**

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Contract awards are recommended to the following firms for the indicated services:

Adecco  
Manpower  
Apple One Employment  
22<sup>nd</sup> Century Technologies

Attachment: Department Recommendation, Final Scores

Concurrence:

Kevin Startt

5/30/13

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Kevin Startt, Acting Purchasing Director

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Date