

ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 2, 2009

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

TEMPORARY AGENCY SERVICES - DISTRICT WIDE
HUMAN RESOURCES DEPARTMENT

THE CHANCELLOR

REPORTS that there is a need to provide temporary agency services on an as needed basis for the City Colleges of Chicago; and

that the temporary agencies will provide staff to perform services relating to, but not limited to, the following various classifications: General Office Assistant, Receptionist, Clerical Assistant, Administrative Assistant, Accounting/Finance Assistant, Legal Secretary, Human Resources Assistant, Receptionist, Secretary, Data Entry Clerk, and Clerical Service ; and

that on November 26, 2008 a Request for Proposal (RFP) was advertised and issued to 32 firms for temporary services, and eleven (11) firms submitted proposals on December 19, 2008; and

that the submitted proposals were evaluated and qualified by District Office Human Resources, Malcolm X, Olive-Harvey and Daley College staff based on the evaluation criteria contained in the RFP; and

that based on the evaluations, the committee recommends acceptance of proposals from the following firms to provide temporary staffing services upon request District Wide for a three-year period:

Firm	General Office Assistant	Receptionist	Clerical Assistant	Administrative Assistant	Account/Finance Assistant	Legal Secretary	Human Resources Assistant	Fees to Hire
A-Pro Staffing Inc.	\$12.45	\$12.75	\$12.60	\$16.16	\$16.80	\$18.00	\$18.60	Free after 12 wks
A Personnel Commitment Inc.	\$13.92	\$13.92	\$14.64	\$16.08	\$29.04	\$28.32	\$26.16	Free after 520 hrs.
Staffmark (formerly Venturi Staffing Partners, Inc.)	\$15.00 - \$21.00	\$13.50 - \$18.00	\$15.00 - \$21.00	\$19.50-\$24.00	\$22.50 - \$30.00	\$25.50 - \$31.50	\$32.00 - \$37.50	Free after 91 days

that staff have determined that the fees are fair and reasonable; and

that the Office of M/WBE Contract Compliance has reviewed the above submitted proposals and, **Staffmark** with direct participation from **BSP Staffing Inc** a certified MBE and **A Pro Staffing**, a certified WBE and **A-Pro Staffing**, providing direct participation as a certified MBE and **BSP Staffing Inc** as certified WBE are in compliance with the Board Approved Participation Plan. **A Personnel Commitment**, a certified WBE firm providing direct services is requesting a waiver of MBE participation, and the Office of M/WBE Contract Compliance is recommending the approval of the request, in compliance with the Board Approved Participation plan.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorizes the Chairman to enter into agreements for temporary services with A-Pro Staffing Inc. in an annual amount not to exceed \$75,000, A Personnel Commitment Inc. in an annual amount not to exceed \$75,000 and Staffmark (formerly Venturi Staffing Partners, Inc.) in an annual amount not to exceed \$75,000; that the agreements with the three (3) recommended agencies will be for a three (3) year period beginning April 27, 2009 through April 30, 2012, with an option to extend for two (2) additional years, in accordance with RFP# MWJ0802 dated November 26, 2008.

FINANCIAL \$225,000.000 - annually
 \$ 75,000 Annually- Various Campuses 00003 -536300 A-Pro Staffing
 \$ 75,000 Annually- Various Campuses 00003 -536300 A Personnel Commitment
 \$ 75,000 Annually- Various Campuses 00003 -536300 Staffmark (formerly Venturi Staffing Partners, Inc.)

Respectfully submitted:

Wayne D. Watson
Chancellor

April 2, 2009 – Human Resources – District Office