

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)

REQUEST FOR PROPOSALS

TEMPORARY EMPLOYMENT AGENCY SERVICES

November 02, 2014

The Lower Rio Grande Valley Development Council (“LRGVDC”) is seeking proposals to establish a list of pre-qualified and experienced Temporary Employment Agencies (hereinafter referred to as “Agencies” or “The Agency”) to provide qualified and competent temporary personnel upon request by LRGVDC.

The LRGVDC will consider proposals from a variety of different firms to accomplish these objectives.

BACKGROUND INFORMATION

The Lower Rio Grande Valley Development Council was created in 1966 by the State Legislature as a political subdivision of the State of Texas, for the past 47 years the LRGVDC has played a key role and being instrumental providing variety of services to all of Cameron, Hidalgo and Willacy Counties citizens. The LRGVDC is dedicated to maintaining its level of excellence in work quality and performance through continuous improvements in all operational and support functions; this ensures that LRGVDC continuously provides better service to Cameron, Hidalgo and Willacy County residents.

SCOPE OF SERVICES

The scope of services set forth in this RFP represents an outline of the services which LRGVDC anticipates the successful Agencies will perform, and is presented for the primary purpose of allowing LRGVDC to compare qualifications. The precise scope of services shall be negotiated between LRGVDC and the successful Agencies selected.

LRGVDC’s primary objective for this RFP is to engage an Agency or Agencies to provide qualified and competent temporary employment personnel to LRGVDC on a timely basis.

LRGVDC anticipates selecting more than one agency from which services will be obtained. Agencies must agree to the following conditions: Execution of a contract for up to Five (5) years to provide temporary employment agency services to LRGVDC.

- Provide qualified, competent temporary personnel to LRGVDC on short notice, including drivers with passenger endorsement.
- Provide temporary personnel to work standard hours (i.e., 8:30 a.m. to 5:00 p.m. Monday through Friday). Overtime is discouraged, but at the discretion of the requesting department/division. In the event overtime is authorized, overtime compensation will be paid by LRGVDC when temporary personnel exceed forty (40) hours worked per week.
- Provide temporary personnel meeting at least the minimum qualifications for specified duties to be provided to the Agency by LRGVDC. Agency will be informed of the specific duties, length of assignment, and any specific skills or abilities required.

- Compensation to the Agency shall consist of an agreed-upon hourly rate paid to the Agency, including the Agency's markup rate.
- Agency shall submit weekly invoices and applicable timecards in a format to which both parties have agreed. Payment shall be made upon receipt of verified timecards and accurate invoices by LRGVDC's Finance Department.
- Payment will be made for **ACTUAL HOURS WORKED**. Payment for Holidays observed by the LRGVDC, and/or any time as the result of early dismissal by LRGVDC due to weather and/or any other situation will not be covered.

SELECTION CRITERIA

Each of the proposals received will be evaluated for compliance with the requirements stated in the RFP. Failure to meet these requirements will be cause for eliminating the Agency from further consideration. All proposals which comply with submittal requirements will be reviewed against the following criteria:

- Demonstrated understanding of the service requested
- Prior experience in performing similar work
- Personnel, size of staff, management, training and qualifications
- Qualifications of the Agency and assigned individuals
- Experience, type of clients (government/commercial), ability to work with LRGVDC Human Resources staff in its mission of providing qualified temporary personnel to LRGVDC departments/divisions.
- Cost, including the Agency's willingness to provide price protection to the LRGVDC Reference check conducted of each temporary personnel.
- Additional factors that will be considered include the ability to meet LRGVDC's time frame and references.

PROPOSAL SUBMISSION REQUIREMENTS

- The Agency shall be responsible for preparing an effective, clear and concise proposal.
- Proposals shall not exceed 10 (ten) single sided pages. It is recommended that proposals contain the following information:
 1. A cover letter introducing the Agency and the individual who will be the primary contact person.
 2. On no more than one printed page, state your Agency understands of the service to be performed and make a positive commitment to provide the service as indicated in this RFP.
 3. Specific qualifications regarding experience in providing qualified and competent temporary services.
 4. Describe your Agency's prior experience with the recruitment and referral of female and minority employees.
 5. A description of the Agency's temporary personnel screening process.
 6. Provide names, contact persons and telephone numbers of at least three (3) firms that may be contacted regarding the quality of services provided by your agency.
 7. The Agency's proposed fee schedule for temporary personnel for the following duties:
 - General office Support
 - Administrative office Support
 - Accounting Office Support
 - Receptionist/Switchboard Operator
 - Drivers with Passenger Endorsement Driver's License
 - The rates provided in the proposals will remain good for the period of the contract.
 8. A description of the Agency's invoicing policy.
 9. A description of the benefits offered to temporary personnel (e.g.: vacation, holiday pay, and health insurance, etc.) and when the benefits become effective.

SUBMISSION OF PROPOSALS

Interested firms should observe the following requirements in the preparation and submission of proposals:

1. One (1) original and three (3) copies of the Proposal should be delivered in a sealed envelope to Victor Morales, Procurement Director, at Lower Rio Grande Valley Development Council, 301 West Railroad Weslaco, Texas 78596. Proposals must be received no later than November 21st, 2014 at 12 noon, Daylight Savings Time. Faxed or e-mailed responses will not be considered. Proposals to be publicly open November 24th, 2014 at 10:00 A.M CST. Proposals received after the aforementioned

date and time will result in the LRGVDC's rejection of the Proposal. Postmark dates will not be considered as the basis for meeting any submission requirement.

2. Proposals must include a cover letter signed by an individual authorized to enter into a contract with the LRGVDC on behalf of the Agency, acknowledging that the Agency agrees to be bound by all terms and conditions of the RFP and affirming that all information contained in the Proposal is true and accurately portrays all aspects of the services to be provided.
3. Failure to comply with the requirements of this RFP will result in LRGVDC's rejection of a Proposal.
4. Proposals will be good for 90 days from the deadline.

OBLIGATIONS OF SELECTED AGENCIES

Each Agency shall carefully pre-screen all applicants prior to referral to LRGVDC to assure that they possess all of the required skills and abilities to perform the assigned tasks. Should LRGVDC determine that a temporary individual does not have the required skills and dismisses that person within the first four (4) hours of employment; the agency shall not charge LRGVDC for that person's time.

Temporary personnel shall remain the Agency's employees and shall not receive LRGVDC benefits. The Agency shall be responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary person as well as conform to the provisions of the Immigration Reform and Control Act of 1986 by verifying the employment eligibility of each person referred to LRGVDC.

The Agency shall be responsible for communicating its benefits, timecards, and safety practices to its employees and to LRGVDC.

GENERAL REQUIREMENTS

1. **Agencies submitting a Proposal may not contact members of the Board of Directors or other staff of LRGVDC.**
2. All requests for interpretation or clarification of any term in the RFP should be directed to Victor Morales via e-mail at vmorales@lrgvdc.org by October 13th, 2014. A question and answer sheet relative to the Request for Proposal will be posted to the LRGVDC website located at: <http://www.lrgvdc.org/procurement> by October 15th, 2014 if any.
3. LRGVDC shall not be liable for any pre-contract costs incurred by any agency participating in the selection process.
4. All matters set forth in a Proposal are matters of public record and shall become the property of LRGVDC and may be disclosed by LRGVDC in accordance with statutory requirements or otherwise as determined by LRGVDC.
5. LRGVDC is exempt from the payment of excise and sales taxes imposed by the Federal Government and/or the State. Proposers remain liable, however, for any other applicable taxes.
6. In reviewing all proposals, LRGVDC reserves the right to:
 - Reject any and all Proposals received in response to this request;
 - Negotiate the fees and charges contained in any Proposal, and is not obligated to accept a Proposal based upon the lowest fee schedule;

- Accept a proposal based on considerations other than costs,
- Waive or modify any irregularities or informalities in Proposals received;
- Award contracts for temporary employment services in any manner necessary to serve the best interest of LRGVDC and
- Request additional information as determined necessary.

Respondents should also be aware of the following:

1. Failure to perform to the satisfaction of LRGVDC will result in termination of the contract upon fifteen (15) days written notice by LRGVDC.
2. Agencies may be required to interview with LRGVDC as it deems necessary
3. The agreement between LRGVDC and the selected Agencies will be evidenced by a written contract (the "Contract"), which shall incorporate this RFP, the Proposal and any related correspondence. In executing such Contract, the selected Agencies agree to be bound by the terms and conditions of this RFP, and that all representations, warranties and commitments in the Proposal and related correspondence are contractual obligations. In the event of any conflict in the terms and conditions between the RFP, Proposal and any related correspondence, the RFP shall control.
4. The term of the Contract shall be negotiated between LRGVDC and the successful respondent. The initial term of the contract shall be for a period not to exceed one (1) year. LRGVDC reserves the right to extend this contract for a period up to the full original contract term or parts thereof for a period not to exceed five (5) years.
5. LRGVDC is an Affirmative Action/Equal Opportunity Employer. Any person or firm awarded a contract pursuant to the RFP agrees that they will comply with all provisions on Affirmative Action/Equal Employment Opportunity created by applicable state, federal or local laws, rules and regulations.
6. It is the policy of LRGVDC to contribute to the establishment, preservation and strengthening of DBE's, HUB's, small businesses and businesses owned by women and minorities in our procurement activities. Toward that end, LRGVDC encourages the Lower Rio Grande Valley small businesses and Lower Rio Grande Valley businesses owned by women and minorities to submit Proposals in response to this RFP. This solicitation, however, is NOT restricted to Lower Rio Grande Valley businesses nor those designated as DBE's, small and/or minority owned businesses. Vendors that are DBE or HUB certified through the Texas Department of Transportation or any other Federal or State entity as a DBE, HUB, small, minority, women, or disabled owned business are requested to provide a copy of their current certification with their bid.

STATUTORY REQUIREMENTS

All respondents will be subject to all applicable attached statutory provisions affidavits and certifications.

- **Appendix A**

All contracts entered into will require compliance with these provisions.