

**Purchase Request # 5**  
**Regular Board Meeting June 26, 2018**  
**Consideration of Approval to Purchase**  
**Temporary Personnel Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase temporary personnel services from Temps of McKinney and Ad-A-Staff for the District.

**BACKGROUND**

Temps of McKinney has been the primary contractor, providing temporaries for over thirty (30) years for the District. Ad-A-Staff has provided temporaries for over ten (10) years as a secondary contractor for the District. Both vendors have a local presence and have resources to place personnel as needed.

Invitation to bid (ITB) Number 4164 was issued to procure temporary personnel services. Five (5) responses were received and evaluated by the Purchasing Department who determined the bids submitted by Temps of McKinney and Ad-A-Staff would provide the best value to the District. The bids submitted by Temps of McKinney and Ad-A-Staff were determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

Temporary personnel are needed during peak periods each semester in student services areas, when District staff are out for extended periods, when vacant positions have not been filled, in the District food service areas and to maintain the District's grounds throughout the year.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization for \$3,250,000.00 for three (3) years, which is budgeted in the various departments' FY18 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning July 1, 2018 through June 30, 2021

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Ken Lynn                      Chief Financial Officer

972-758-3831