

**REPORT NAME:** RFP 2022-05 - Temporary Personnel Services

**REPORT OF:** Human Resources

**FOR:** Information

**APPLICABLE LAW AND/OR POLICY:** N/A

**STRATEGIC GOAL ALIGNMENT:** Strategic Objective # 4

**STRATEGIC OBJECTIVE ALIGNMENT:**

Create an ethos of nurturing support that ensures all students can reach their highest potential through a system that prohibits any student to flounder or fail.

**FISCAL FUND IMPACT:** General Fund

**IMPACT AMOUNT:** \$436,560.00

**EXECUTIVE SUMMARY/BACKGROUND:**

SPS submitted a RFP for Temporary Personnel Services. The temporary personnel may include, but not be limited to substitute teachers, noon aides, latchkey, maintenance, clerical and administrators. The scope of work includes recruiting, screening, new hire processing, hiring, firing oversight/supervising, worker dispatching and compensation payment for all work and expenses related to the contracted temporary personnel working at the District's facilities.

There were two qualified bidders; Kelly Educational Services and EduStaff (incumbent). A third bidder did not qualify and the bid is rejected.

After reviewing the two proposals, the panel recommends awarding the contract to Kelly Services.

**COST BENEFIT ANALYSIS:**

Kelly Educational Services' proposal was approximately seven percent higher than EduStaff's. Based on the current spending rate for temporary personnel services, the projected incremental cost would be \$28,560.00.

Despite that, Kelly Educational Services' proposal was the stronger of the two, and the panel believes the strength of their proposal justifies the higher costs.

**RECOMMENDATION:**

The Superintendent will recommend that the Board of Education approve a contract with Kelly Educational Services to provide temporary personnel services for the Southfield Public Schools. This is a one (1) year fixed contract from July 1, 2022 through June 30, 2023, with options for renewal in one (1) year increments for an additional two (2) years.

**IMPACT IF NOT APPROVED:**

The current contract will need to be extended in order to allow for the RFP process to be repeated.

**NEXT STEPS IF APPROVED:**

Award the contract to Kelly Educational Services in accordance with the RFP, issue the necessary purchase order and commence the transition from the current vendor to the Kelly Educational Services.