

REPORT NAME: RFP 2024-05 - Third Party Employment and Payroll Services

REPORT OF: Purchasing

FOR: Information

APPLICABLE LAW AND/OR POLICY: N/A

STRATEGIC GOAL ALIGNMENT:

Onboard management company that will oversee and implement payroll systems and functions for all Bussey employees.

STRATEGIC OBJECTIVE ALIGNMENT:

Staffing will be put in place to keep track of worked hours, calculating wages, withholding taxes and other deductions, printing and delivering checks and paying government employment taxes.

FISCAL FUND IMPACT: Head Start

IMPACT AMOUNT: Not to Exceed \$1,000,000

EXECUTIVE SUMMARY/BACKGROUND:

Southfield Public Schools conducted an RFP for Early Child Care (ECE) Third Party Employment and Payroll Services for the services requested and required at Bussey Center for Early Childhood Education.

The timeline of this RFP is as follows:

RFP Requested	11/01/2023
RFP Documents Screened by Stakeholders (completed)	12/01/2023
RFP Posted	01/12/2024
Bid Opening	01/26/2024
Results – No award due to lack of participation	02/05/2024
RFP Reissued as Closed RFP (RFQ)	02/07/2024
RFQ Committee Meeting / RFQ Scores	04/02/2024
RFQ Results presented	04/23/2024
RFP Reissued	04/26/2024
Bid Opening	05/10/2024
RFQ Committee Meeting / RFQ Scores	05/14/2024

RFP 2024-03 originally submitted on Bidnet Direct (MITN). The solicitation went to 8 suppliers and an additional 25 was invited to bid (list below).

compunnel.com	abacuscorporation.com
edustaff.org	snelling-jobs.com
procaretherapy.com	teachforamerica.org
superioremploymentservices.com	astoncarter.com
careerstaff.com	sunbeltstaffing.com
astoncarter.com	superioremploymentservices.com
kellyservices.com	deltatg.com
tscti.com	infojiniconsulting.com
changing.net	procaretherapy.com

Southfield Board of Education
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staff-connections.com
superioremploymentservices.com
vibrusgroup.com
isscompanies.com
staffingetc.net
ess.com

Of the 33 vendors contacted only 1 vendor provided a proposal. This resulted in a non-award for this RFP.

The RFP was reissued as a closed RFP (RFQ) and three vendors were invited to submit proposals. All three vendors submitted a proposal. The committee reviewed the proposals and the scores were in favor of ECE Subhub (score sheet below).

<u>Points Available</u>	<u>Points Available</u>	<u>Kelly Educational Services</u>	<u>ECE Subhub</u>	<u>Procare</u>
A. Compliance to proposal submission instructions (proper forms, etc.)	N/A	N/A	N/A	N/A
B. Overall qualifications and experience of company and workers	30	21	24	17
C. Details of implementation / plan of services to be provided.	30	23	27	15
D. Recruitment / pre-screening / testing or application procedures	30	24	27	17
E. Personnel screening process	30	8	9	10
F. Invoicing, accounting and payment processes	30	15	15	17
G. Past Performance	90	8	33	29
H. Contractor fit	30	23	29	21
I. Price	30	17	21	6
Total	300	139	185	132

The RFP was reissued as an Open RFP and received 5 responses. Of those responses only 2 were eligible for consideration due to missing forms or missing the mandatory pre-bid meeting. The scores from that RFP are below.

<u>Questions</u>	<u>Points Available</u>	<u>ECE Subhub</u>	<u>Elite</u>
A. Compliance to proposal submission instructions (proper forms, etc.)	N/A	0	0
B. Overall qualifications and experience of company and workers	50	42	36
C. Details of implementation / plan of services to be provided.	50	46	41
D. Recruitment / pre-screening / testing or application procedures	50	48	32
E. Personnel screening process	50	42	37
F. Invoicing, accounting and payment processes	50	31	41
G. Past Performance	150	129	61
H. Contractor fit	50	49	23
I. Price	50	35	36
Total	500	422	307

Upon completion of final discussions and final review of the proposals, the evaluation committee recommends awarding RFP 2024-03 to the incumbent vendor **Elite Staffing and Consulting** for Early Childhood Education Third Party Employment and Payroll Services.

COST BENEFIT ANALYSIS:

Funding for this initiative will positively impact early childhood experiences for birth to 4-year-old children by providing both children and parents with a comprehensive early childhood education. This initiative is 100% grant funded.

RECOMMENDATION:

The Superintendent recommends that the Board approves securing payroll services from **Elite Staffing and Consulting** for one (1) contract year in accordance with the RFP and evaluate the performance of the vendor prior to extended the contract into the next year.

IMPACT IF NOT APPROVED:

The District's Early Childcare programs will not be able to operate due to lack of payroll processing.

NEXT STEPS IF APPROVED:

Award the contract to Elite Staffing and Consulting in accordance with the RFP and issue the necessary Purchase Order to Elite Staffing and Consulting.