

**Agenda Item Summary**BOC Meeting Date
3/18/2020**Requesting Agency**

Community Development

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of statewide contract - Community Development, SWC99999-SPD-0000136-0008, Temporary Staffing Services in an amount not to exceed \$200,000.00 with Corporate Temps, Inc. (Norcross, GA) to provide temporary staffing services for the Department of Community Development for approximately 6 positions. Effective upon BOC approval through December 31, 2020.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes Health and Human Services

Is this a purchasing item?

Yes

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This request is to utilize the statewide contract with Corporate Temps, Inc. to provide supplemental staffing services to provide administrative support and project management for programs administered by the Department of Community Development.

Community Impact: It will cause negative impact to the community if there is a shortage of staff in place to administer the day-to-day functions of the various programs.

Department Recommendation: Request approval of spending authority, not to exceed the amount of \$200,000 through December 31, 2020.

Project Implications: None

Community Issues/Concerns: None

Department Issues/Concerns: We have used temporary staffing to assist with administrative functions and project support in the past. If the spending authority is not approved, the Department will be challenged in meeting federal deadlines.

Agency Director Approval**County Manager's Approval****Typed Name and Title**

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature**Date**

20-0215

Continued

History of BOC Agenda Item: This is a new request.	
Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>

Not Applicable

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	Click here to enter text.			
Total M/FBE Values	Click here to enter text.			
Total Prime Value	Click here to enter text.			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-121-2615-1184: General Fund, Community Development, Temporary Services Agencies - \$67,179.20 865-121-8701-1184-GY19-85D: CDBG, Community Development, Temporary Services Agencies - \$132,820.80				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Justification Form Exhibit 2: Statewide Contract Information				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Mia Redd, Deputy Director, Community Development, (404) 613-3643				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
No**Solicitation Number:**
SWC-99999-
SPD0000136-0008**Submitting Agency:**
Community
Development**Staff Contact:**
Mia Redd**Contact Phone:**
(404) 613-3643**Description:** Temporary Staffing Services**FINANCIAL SUMMARY****Total Contract Value:**Original Approved Amount: [Click here to enter text.](#)

Previous Adjustments: .

This Request: \$200,000.00

TOTAL: \$200,000.00

MBE/FBE Participation:

Amount: . %: .

Amount: . %: .

Amount: . %: .

Amount: . %: .

Grant Information Summary:

Amount Requested: \$132,820.80

Match Required: .

Start Date: 3/15/20

End Date: 12/31/20

Match Account \$: .

☐

Cash

☐

In-Kind

☐

Approval to Award

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Apply & Accept

Funding Line 1:

100-121-2615-1184

Funding Line 2:865-121-8701-1184-
GY19-85D**Funding Line 3:**

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Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**Effective upon BOC
Approval**End Date:**

12/31/2020

Cost Adjustment:

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Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Redd, Mia	Date: 3/9/2020
X	County Attorney:	Stewart, Denval	Date: 3/10/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 3/10/2020
X	Finance/Budget Analyst/Grants Admin:	Ash, Angela	Date: 3/9/2020
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 3/11/2020

COOPERATIVE PURCHASING/STATEWIDE/GSA**USE JUSTIFICATION FORM**

Department Name:

Contract # and Title:

Date:

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:
2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.
3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
 - ☐ leveraging benefits of volume purchasing
 - ☐ volume discounts
 - ☐ service delivery requirement advantages
 - ☐ reduction of cycle times
 - ☐ enhanced service specification

Additional information:

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.
☐ Yes ☐ No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). ☐ Yes ☐ No
3. Reviewed the cost analysis provided by the User Department and determined the following:
 - ☐ leveraging benefits of volume purchasing
 - ☐ volume discounts
 - ☐ service delivery requirement advantages
 - ☐ reduction of cycle times
 - ☐ enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? ☐ Yes ☐ No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?
☐ Yes ☐ No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? ☐ Yes ☐ No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? ☐ Yes ☐ No



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD0000136-0007
PeopleSoft Vendor Number	0000143152
Vendor Name & Address	
Dover Staffing, Inc. 2451 Cumberland Pkwy SE - Suite 3418 Atlanta, Georgia 30339	
Contract Administrator	
Sanquinetta Dover (Primary Contact) sdover@doverstaffing.com Telephone: 404-259-9522 Fax: 770-434-3345 http://www.doverstaffing.com/	Secondary Contact Renzie Richardson rrichardson@doversolutions.com Telephone: 404-819-9549 Fax: 770-434-3345
Contact Details	
Ordering Information	Complete Client Job Order Form and Fax (770) 434-334 or email to sbrown@doverstaffing.com
Remitting Information	2451 Cumberland Parkway Suite 3418 Atlanta, GA 30339
Delivery Days	N/A
Discounts	N/A
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



Nathan Deal
Governor

G. Christopher Nunn
Commissioner

This is a **MANDATORY CONTRACT** available for use by all State, City & County public entities within the State of Georgia.

The purpose of this contract is to realize the benefits of consolidated purchasing by offering a fixed not-to-exceed mark-up %, standardizing services levels, increasing the statewide vendor pool & allowing flexibility in the on-boarding process.

Key benefits of the contract include:

- Statewide savings increased over previous contract;
- Regional coverage (*with special consideration given to rural areas*);
- Efficiently manages employment compliance risks;
- Provides the fiscal benefit of "not-to-exceed" mark-up rates;
- Markups are below industry standard;
- Background checks & drug screening rates reduced at competitive rates;
- Flexibility to choose supplier, based on business needs and best value;
- Managed risks associated with the Affordable Care Act (ACA).