



REQUEST FOR PROPOSALS: TEMPORARY STAFFING SERVICES
DATE ISSUED: February 21, 2017

I. REQUEST FOR PROPOSALS - INSTRUCTIONS AND SPECIFICATIONS

The Village of Oak Park (hereinafter referred to as the “Village”) is requesting proposals from qualified temporary staffing agencies to provide temporary staffing services to various departments within the Village. The Village may select more than one agency to ensure all temporary staffing needs of the Village are being met. The persons assigned to the Village (hereinafter referred to as the “temps” or “temp”) would be employees of the agency.

The Village will receive proposals at the Human Resources Department, Monday through Friday, 8:30 a.m. to 5:00 p.m., at 123 Madison Street, Oak Park, Illinois 60302. Proposals will be accepted until 5:00 p.m. (local time) on April 17, 2017. Firms responding to this Request for Proposals must submit seven (7) copies of their proposals in sealed envelopes, and must conform to the format specified below.

The Village reserves the right to accept or reject any and all proposals or to waive technicalities. Information concerning this request for proposals is available from Julia Scott-Valdez, Assistant Village Manager/Human Resources Director, 123 Madison Street, Oak Park, Illinois 60302. Ms. Scott-Valdez can be reached by telephone at the following number, (708) 358-5652, or via e-mail at jvaldez@oak-park.us.

The documents constituting this request for proposals are listed below. Respondents are responsible for the completion of Sections II through VIII, in their entirety and in the order presented below. Missing information or proposals that are deemed by the Village to be incomplete will not be considered for award.

- I CALL FOR PROPOSALS
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Upon formal award to the successful Service Provider, an agreement will be executed for the performance of services and payment of agreed-upon fees.

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred firm or firms (“Service Providers”), and implementation of insurance benefits:

Proposals due to Human Resources Department	April 3, 2017
Recommendation to Village Manager of preferred firm(s)	April 10, 2017
Presentations by preferred firm(s) (tent)	April 17, 2017
Village Board approval of provider agreement(s) (tent)	May 22, 2017
Execution and implementation work plan & work flow	June 1, 2017
Effective date of service	July 1, 2017



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II. BACKGROUND INFORMATION

The Village is a full-service home rule municipal corporation located in Cook County, Illinois. Oak Park is a thriving, transit-oriented community of about 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles lives one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

The Village provides a full range of municipal services including fire protection, ambulance, police, highway and street maintenance, building code enforcement, public improvements, economic development, parking services, planning, zoning, transportation, water and sewer services and general administrative services.

The Village operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of government. Village services and programs are delivered by about 370 employees.

The Human Resources Department provides internal services to all Village departments via highly complex administrative support of the Village Manager, Department Directors and all employees by managing recruiting procedures, employee/retiree services, equal opportunity employment plan management, position classification and pay plan management, records maintenance for all Village employees reflecting tenure, qualifications and service, leaves of absence and related matters workers' compensation and work related injuries and administration of retirement and insurance plans via a third party contractor.

III. SPECIFIC REQUIREMENTS

All firms interested in providing Temporary Staffing services to the Village of Oak Park must have the ability to provide the following:

- A. **Employed by the Contractor**
All temps shall be employed by the Contractor. The Contractor shall be responsible for all payroll, taxes, worker's compensation, insurance and other federal and state requirements for temporary personnel.
- B. **Right of Refusal.**
The Village shall have the right at any time to refuse or determine unacceptable, any temp sent by the Contractor. Refusal of any temporary personnel shall be in accordance with Equal Opportunity Employment Guidelines. The temporary shall be immediately removed and prompt arrangements made for a suitable replacement.
- C. **Recruitment**
Recruitment interviews shall be done in person by the Contractor to ensure employment candidates can effectively communicate, in writing if needed, and have the required knowledge, skills and abilities required of the specific job classification.
- D. **Referrals**
The Village shall have the right to refer retired Village employees to the Contractor for priority placement in temporary positions within the Village.

E. **Pre-Employment Screening**

The Contractor shall be responsible for conducting a thorough background check and pre-employment screening including drug tests prior to a temp's placement with the Village. All background checks must be available upon request for review.

F. **Testing**

The Contractor shall be responsible for conducting pre-employment testing that is both a valid and reliable predictor of a candidate's ability to perform required tasks as a temp for the Village. All test results shall be made available to the Village upon request.

G. **Confidentiality**

The Contractor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to the Village. Therefore, except as required by law, the Contractor agrees that its employees will not:

1. Access or attempt to access data that is unrelated to their job duties or authorizations as related to the Contract. Access or attempt to access information beyond their stated authorization.
2. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or transmission or sharing of data.
3. The Contractor understands that the Village, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that the Village may seek legal remedies available to it should such disclosure occur. Further, the Contractor understands that violations of this provision may result in contract termination.
4. The Contractor further understands that information and data obtained during the performance of the agreement shall be considered confidential, during and following the term of the Contract, and will not be divulged without the Village Manager's written consent and then only in strict accordance with prevailing laws.
5. The Contractor shall hold all information provided by the Village as proprietary and confidential, and shall make no unauthorized reproduction or distribution of such material.

H. **Computer Use**

The Contractor shall be responsible for compliance with the Village's computer usage policies, including, but not limited to, internet access and electronic mail (e-mail).

I. **Job Placement Assurance.**

1. The selected vendor shall assure a suitable placement to a job order within three (3) business days from the time of the request and confirming the availability of a suitable placement to report at the required time.
2. The selected vendor shall provide the appropriate contact person and phone numbers which the Village can call to make requests: Automated systems or voicemail systems are not acceptable.
3. The selected vendor may request additional time beyond the three (3) business day period, if needed. The Village reserves the right to grant or refuse the time extension.
4. In the event the selected vendor is unable to commit to the job request, the Village will cancel the request and fill the requirement by soliciting other qualified sources.

J. **Time Cards.**

The selected vendor shall supply all temporary personnel with time cards. Hours worked will be signed on a daily or weekly basis by a Village supervisor. The Village will pay only for actual hours worked at the designated Village location. No other expenses or allowances will be paid by the Village.

K. **Interviews**

Depending on the length or type of assignment, resumes and interviews may be requested. The Village reserves the right to reject any temp, if at the Village's discretion; the temp's skill level does not meet the job qualifications.

L. **Assignments**

All temps shall be on site at the time requested in proper attire. If a temporary does not show up on time or in appropriate attire, the Village reserves the right to request a different temp per **Section III.B** or cancel the placement and acquire a temp from another source.

M. **Subsequent Village Employment.**

The Village will not pay any charges or fees assessed by the selected vendor if temp assigned under the Contract subsequently becomes an employee of the Village as a result of being hired by the Village after application for a position through the open competitive personnel selection procedures of the Village.

N. **Complimentary services**

The Village will receive at a pre-determined cost; the ability to utilize the pre-employment testing services utilized by the selected vendor. The Village also requires that the selected vendor offer one (1) training session annually to managers and supervisors on managing temporary employees in the workplace.

IV. DETAILED RESPONSE SPECIFICATIONS

All firms interested in providing Temporary Staffing services to the Village of Oak Park must provide detailed responses for each of the questions listed below. Be sure to indicate next to your response the question that is being answered. If the answer is contained within any attached marketing material, please indicate precisely where the response to the particular question is located.

A. Characteristics and Qualifications of the Firm

1. Describe the history and organization of your firm. Include number of employees, number of offices, locations and financial information.
2. Describe the office that will be designated to serve the Village's program and the services available at that office. If your firm intends to utilize other offices or locations, describe the services they would provide for this account at each office or location.
3. Name the principal and other key personnel who will be fully responsible for the account. Provide a resume or statement of professional qualifications, related educational background and professional certifications of the personnel assigned to this account. Also, list each person's title as it is conveyed professionally within the firm and their particular area of expertise.
4. Provide proof of any applicable certifications, licenses and credentials of staff committed to this contract including their names and documentation of their training successfully completed. No contract shall be awarded except to responsible firms capable of providing the class of service described.

- B. **Price Proposal**
Service Providers shall provide an itemized list of available procedures and associated prices to fulfill the Scope of Services outlined in this RFP including but not limited to pricing for professional, clerical and technical staff.
- C. **Recruitment**
 - 1. A description of the screening and testing methods used by the contractor.
 - 2. An overview of your firm's recruitment strategies.
- D. **References:**
 - 1. Provide a reference list including any municipal clients within the State of Illinois
 - 2. Provide evidence of the firm's experience in providing service for other unionized municipalities.
 - 3. List other accounts the firm has served and indicate whether the Village may independently contact such accounts for an appraisal of comparable services they have received from your firm
- E. **Forms and Reports**
Provide samples of all forms your facility uses to report exam/test results and specify how quickly results will be available for the Village. Indicate which results can be completed, submitted or retrieved online. Please provide samples of invoices, statements and any other accounting reports. Indicate which of these documents can be accessed online.

V. EVALUATION PROCESS

A Selection Committee will evaluate the technical proposals submitted using the Evaluation Criteria detailed below.

- A. The Selection Committee will select the proposal which is most responsive to the Village's requirements and based on the ability and fee, appears to be best able to serve the Village.
 - B. Award of the Contract must be approved by the Village's Board of Trustees.
- II. During the evaluation process, the Selection Committee may, at its discretion, request any one or all Contractors to make oral presentations. Such presentations will provide Contractors with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all Contractors may be asked to make such oral presentations.

VI. EVALUATION CRITERIA

Proposals shall provide a straight-forward, concise description of the Service Provider's capabilities to satisfy the requirements of this RFP. Award will be made to the vendor who represents the best overall quality and value to the Village and proposals will be evaluated with an emphasis on the following:

- A. Qualifications and experience providing temporary staffing services for government agencies with similar job classifications to the Village.
- B. Performance (quality and efficiency) providing temporary staffing services to government agencies.
- C. Industry knowledge of temporary staffing services.
- D. Service availability, ease of process, customer service and convenience.
- E. Proven systems in place for timely communication and follow-up.
- F. Price.

VII. AWARD OF CONTRACT

A. Contract Term

The Village anticipates awarding an initial minimum contract for two years, after which the Village will have the right to renew for an additional one year period of time.

B. Authorization

Any agreement with a selected Service Provider must be reviewed and approved by the Village Attorney, approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Service Provider is advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void. The agreement shall be in substantially the form of the Professional Services Agreement attached hereto.

C. Payments

All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

D. Termination for Non-appropriation of Funds

The Village reserves the right to terminate any multiyear agreement if the Village's Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to Village appropriation for this purpose.

E. Service Provider Personnel Assigned to the Village of Oak Park Account(s)

The Village reserves the right to accept or reject any staff designated by the service provider to manage the Village account(s). If no suitable replacement staff is provided, the Village reserves the right to terminate the contract.

F. Subcontracting

The Service Provider shall not assign or subcontract any portion of the services to be provided without the written approval of the Village. The Service Provider assumes responsibility for performance of all Sub-Contractors, whether or not authorized. In the event of a merger of a service provider with another firm, this contract will be transferable to the successor firm only upon the approval of the Village President/Mayor and Board of Trustees.

G. Insurance Requirements

Upon execution of the contract, and prior to the vendor commencing any successful vendor shall enter into a "Contractor Services Agreement" (hereinafter referred to as the "Contract") with the Village in substantially the form attached.

H. Legal Compliance

Comply with all state and federal laws and regulations pertaining to Temporary Staffing services licensed in the State of Illinois.

VIII. PROPOSAL FORM

The undersigned proposes to furnish Temporary Staffing Services for the Village of Oak Park as follows:

Fee for Specified Work: – Defined in Price Proposal (Attach)

Hourly Rate(s) for Specified Work – Specify below

_____	\$ _____
_____	\$ _____
_____	\$ _____

Other Pricing - Specify below

_____	\$ _____
_____	\$ _____
_____	\$ _____

Proposal Signature: _____

State of _____), County of _____)

_____, being first duly sworn on oath deposes and says that the Contractor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Organization Name
(Seal - If Corporation)

By: _____ Dated: _____
Authorized Signature

Address

Telephone

E-mail

Subscribed and sworn to before me this
_____ day of _____, 2017.

Notary Public

XIV. COMPLIANCE AFFIDAVIT

I, _____ being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) _____ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. The Proposing Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein;
3. I have examined and carefully prepared this proposal based on the request and verified the facts contained in the proposal in detail before submitting it;
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the contract in civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
8. All statements made in this application are true and correct.

Signature: _____ Printed Name _____

Name of Business: _____ Title: _____

Business Address: _____

(Number, Street, Suite #) (City, State & Zip)

Telephone: _____ Fax: _____ Web Address: _____

Subscribed to and sworn before me this _____ day of _____, 2017.

Notary Public

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

X. ORGANIZATION OF PROPOSING FIRM

(Complete Applicable Paragraph Below)

(a) **Corporation:** The Service Provider is a corporation, operating under the legal name of _____, is organized and existing in good standing under the laws of the State of _____ and is authorized to conduct business in the State of Illinois. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The Name and Address of its Registered Agent is: _____
(Name)

(Number, Street, Suite #) (City, State & Zip)

The corporation has a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) **Partnership:** The Service Provider is a Partnership operating under the name _____

The following are the names, addresses and signatures of all partners:

Name Address Signature

Name Address Signature

Name Address Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name is _____ which is registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01 et.seq.

(c) **Sole Proprietor:** The Service Provider is a Sole Proprietor. If the Vendor does business under an Assumed Name, the Assumed Name is _____, which is registered with the Cook County Clerk. The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01 et.seq.

(d) **Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: _____

The name and address of any affiliated person of the business entity, including a description of the affiliation:

Signature of Owner

XI. VILLAGE OF OAK PARK EQUAL EMPLOYMENT OPPORTUNITY REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. For assistance in completing this form, contact the Finance Department at 708-358-5470. **An EEO-1 Report may be submitted in lieu of this report**

1. Vendor Name: _____
2. Check here if your firm is:
 _____ MBE _____ WBE _____ DBE _____ None of the above
3. What is the size of the firm's current stable work force?
 _____ Number of full-time employees _____ Number of part-time employees
4. Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the lowest responsible bidder with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

EEO REPORT (An EEO-1 Report may be submitted in lieu of this report)

Please fill out this form completely. **Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal.** An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Finance Department at 708-358-5471.

Vendor Name: _____

Total Employees: _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities	
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander		
Officials & Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Semi-Skilled													
Laborers													
Service Workers													
TOTAL													
Management Trainees													
Apprentices													

This completed and notarized report must accompany your bid. It should be attached to your Affidavit of Compliance. Failure to include it with your bid will be disqualify you from consideration.

_____, being first duly sworn,
(Name of Person Making Affidavit)

deposes and says that he/she is _____
(Insert job title)

of _____ and that the above EEO Report information is true and accurate and is submitted
(Insert Name of Organization)

with the intent that it be relied upon.

Subscribed and sworn to before me this _____ day of _____, 2017.

END OF PROPOSAL