To: Albuquerque Housing Authority Board of Housing Commissioners

From: Linda Bridge, Executive Director and Greg Abrams, Human Resource Manager

Date: December 20, 2023

Re: Executive Communication 2023-15 – Request for Proposal #2412 Temporary Staffing Services – Multiple Contract Award

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Background:
The Albuquerque Housing Authority (AHA) wants to establish Temporary Staffing Service Contracts to meet our organization's current and future staffing needs. AHA selected a "Best Value" solicitation approach and anticipates multiple contract awards. AHA issued a Request for Proposal (#2412) for Temporary Staffing Services on August 11, 2023. The RFP was posted through the Housing Agency Marketplace procurement website and the Purchasing Department conducted additional outreach to maximize the vendor pool. On September 19, 2023, AHA received thirteen (13) proposals before the proposal deadline.

Discussion:
Proposals received by AHA were evaluated based on a number of factors including experience, approach and capacity, work plan, price proposal and Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended (12 USC 1701u). The evaluation of the criterion ensures that AHA selects contractors with the highest level of experience and capacity to successfully deliver on our contract requirements.

After initial evaluation, AHA established a competitive range; six (6) vendors that had an initial score of 80 points and above had the opportunity to provide best and final offers. The evaluation committee finished the evaluations on December 4, 2023. All members of the evaluation committee ranked the proposal submitted by ItsQuest Inc, 22nd Century Technologies and CathyJon Enterprise, Inc. dba HB Staffing as the top three highest ranked temporary staffing agencies.

The estimated value of the Temporary Staffing Services contracts is $1,500,000 for a base year and four option years. AHA requests to process multiple contract awards to the top three (3) ranked contractors. It is estimated that the contract value of $500,000 per contract. Each contract values may fluctuate due to availability, performance and responsiveness of each contractor during the performance of services. The minimum contract value per contract is $2,000 with a maximum contract value set at $500,000 but may increase the life of the contract.

Recommendation:
Staff request Board approval to enter into contracts with ITQUEST Staffing, 22nd Century Technologies and CathyJon Enterprise, Inc dba HB Staffing to provide AHA with Temporary Staffing Services for the duration of one (1) base year and four (4) option years.

By voting to formally approve receipt of this Executive Communication, the AHA BOARD OF HOUSING COMMISSIONERS, the governing body of the AHA does:

1. Approve the award of Temporary Staffing Services contracts with the combined value of $1,500,000 for a base year and four option years.
2. Authorize the Executive Director, or a designee appointed by the Executive Director, to execute the three (3) Temporary Staffing contract awards.

PASSED and ADOPTED this 20th day of December 2023.
BY A VOTE OF 4 FOR, AND 0 AGAINST.

Members Absent: _____
Members voting against: _____

ALBUQUERQUE HOUSING AUTHORITY
BOARD OF HOUSING COMMISSIONERS

By: /s Maurreen Skowran
Maureen Skowran, Chairperson of the Board

ATTEST:

/s Linda Bridge
Linda Bridge, Secretary to the Board and Executive Director