



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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6

DATE: 08/14/2018

SUBJECT: **RFP NO. 2018-116 - ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2018-116, Annual Contract for Payroll Services for Temporary Labor, for Elections Administration, to the following vendors at the per contract terms:

Primary	CornerStone Staffing
Secondary	Ad-A-Staff, Inc.
Alternate	Acro Service Corporation

**BACKGROUND:**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Two hundred eighty-nine (289) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on May 30, 2018 was attended by five (5) vendors as well representatives from Elections Administration and Purchasing. Four (4) proposals and one (1) no-response were received.

Proposals were evaluated by Elections Administration and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP specifications. SNI Companies was deemed non-responsive for failure to submit a signed Addendum as required. After the initial evaluation, all three (3) vendors were requested to prepare a Best and Final Offer. Pricing was re-scored after the Best and Final Offer. The Best and Final Offer resulted in better pricing from the Primary and Alternate vendors.

The term of the contract is twelve (12) months, effective September 1, 2018, with three (3) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: Gwen Peterson, C.P.M.,A.P.P.

APPROVED BY:



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Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. 2018-116, Annual Contract for Payroll Services for Temporary Labor, be awarded to the vendors listed above at the per contract terms.

**FISCAL IMPACT:**

Annual expenditures range from \$1,184,000.00 and \$3,190,000.00. Services are provided on an as-needed basis.