

**REQUEST FOR PROPOSALS**

**TEMPORARY STAFFING SERVICES**

**FOR**

**THE PLACEMENT OF TEMPORARY EMPLOYEES**

**THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA**

**TO: Prospective Offerers**

**SUBJECT: Request for Proposals (RFP)**

Separate sealed proposals will be accepted from staffing agencies to provide the placement of temporary employees to The Housing Authority of Columbus, Georgia, ("HACG") on an as needed basis. The Proposals will be submitted and received at the Central Offices for the Housing Authority of Columbus, Georgia (HACG):

**The Housing Authority of Columbus, Georgia  
1000 Wynnton Road  
P.O. Box 630  
Columbus, Georgia 31902-0630  
Attention: Susan McGuire**

until 4:00 PM EST on the 25th day of August, 2017. Proposals will be held in strict confidence and not released in any manner until after contract award.

By submission of a proposal, the offerer agrees, if his/her proposal is accepted, to enter into a contract with the HACG to complete all work as specified for the contract price and within the contract time indicated in the RFP. The offerer further accepts the terms and conditions of the RFP.

Proposals should be prepared in accordance with the Section "Submittal of Proposal" and will be evaluated by the Housing Authority of Columbus, Georgia.

Copies of the RFP including the scope of services, conditions and requirements, may be obtained from the Housing Authority of Columbus, Georgia located at the address listed above.

Persons requiring special accommodations should immediately contact the Housing Authority at (706) 571-2800, attention: Susan McGuire, Human Resources Manager, or via email: [smcguire@columbushousing.org](mailto:smcguire@columbushousing.org), or submit the request to the address listed above.

The Housing Authority of Columbus, Georgia reserves the right to accept or reject any or all proposals, or any part of any proposals, and to waive any informalities or irregularities.

The Housing Authority of Columbus, Georgia in accordance with the Executive Order 11625 and 12138 encourages participation by business owned and operated by minorities and women.

**Publication dates: July 27, 2017 and August 3, 2017 – The Columbus Ledger-Enquirer Newspaper.**

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## **HOUSING AUTHORITY OF COLUMBUS, GEORGIA REQUEST FOR PROPOSALS**

The Housing Authority of Columbus, Georgia (HACG) invites qualified firms to provide the temporary staffing of employees, as needed.

The HACG manages 2,103 apartments that include public housing, project-based rental assistance, permanent supportive housing, and market rate units in Columbus, Buena Vista, Ellaville, Hamilton, Pine Mountain, Waverly Hall and West Point, Georgia (HACG manages four housing authorities). In addition, HACG administers 3,496 housing vouchers. HACG administers a Family Self Sufficiency Program in Columbus. HACG has approximately 120 employees. HACG has converted to the project based- management model with the Rental Assistance Program (RAD).

### **SCOPE OF SERVICES:**

HACG desires a temporary staffing agency to provide qualified candidates for temporary positions, often under tight deadlines. Job position(s) for placement will be authorized through HACG via a work order document, complete with the work location, hours of the temporary position and the rate of pay to the temporary employee. A job description may also be provided. Some temporary workers will be required to drive and operate HACG owned vehicles.

The selected temporary staffing company will be expected to conduct all stages of candidate identification, including sourcing candidates and advertising specific available positions to reach potential candidates. The staffing company will be expected to furnish complete, detailed references and do all the background screening checks, including, but not limited to, motor vehicle reports, criminal background reports, up to and including the past seven years and drug and alcohol screening reports.

The Proposal must include the billing rate of the staffing service and/or their mark-up percentage, as well as references from other companies in the local Columbus, Georgia area. The staffing service will also include a copy of their certificate of liability insurance coverage, their worker's compensation carrier information and a copy of the company's business license.

### **TERM OF SERVICES:**

The services to be provided under this agreement shall be as established in the Notice to Proceed issued by the HACG.

## **TERMS OF PAYMENT:**

Payment will be submitted upon receipt of invoice, subject to HACG approval and remitted within thirty (30) days.

## **SUBMITTAL OF PROPOSAL:**

**All proposals must be received in writing no later than 4:00 p.m. (eastern standard time) on the 25th day of August, 2017, at the Housing Authority of Columbus, Georgia, 1000 Wynnton Road, P.O. Box 630, Columbus, Georgia 31902-0630.**

One (1) original and three (3) copies must be submitted. The proposal must be submitted in conformance with the requirements of this Request for Proposals as described in the section "Detailed Proposal".

All questions must be submitted in writing to the Authority at least ten (10) days prior to the date proposals are due. Questions may be submitted by facsimile to (706) 571-2864. The Authority will respond to written questions and will be bound by its response to written questions. Oral communication is discouraged and the Authority will not be bound by any oral answers or interpretations of the Request for Proposals.

All questions concerning this project should be directed to the attention of Ms. Susan McGuire, Human Resources Manager, HACG, (706) 571-2800 ext. 807.

Proposals may be withdrawn by written request prior to the deadline for receiving proposals. After that time, proposals will be open for acceptance and cannot be withdrawn for a period not to exceed sixty (60) calendar days from the date proposals are received.

## **EVALUATION CRITERIA:**

The HACG will award a contract to the firm with the most responsive proposal, which best meets the needs of the Authority and addresses the scope of services.

Proposals will be reviewed for compliance with submission requirements. Proposals not meeting the submission requirements set forth in the Section titled "Detailed Proposal" will be determined as non-responsive.

Responsive proposals will be evaluated based on the following:

1. Experience. The HACG will attach great importance to the proposing firm's actual experience in providing the proposed services. The experience and qualifications of the personnel who directly provide the services will be evaluated.
2. Capability. Evidence of the firm's ability to perform the required services in the designated time required.
3. Price. The reasonableness of the proposed cost to the Authority for providing the required services will be considered.

4. Detailed Proposal. The HACG will evaluate each proposal to determine whether the proposal is responsive to the requirements set forth herein, determine if the proposal fits the needs of the Authority.

To promote fair and equal treatment of all proposals, each evaluation factor carries a relative weight. The weight of each evaluation factor listed above is defined in the Evaluation Plan attached. Best and final offers may be requested from the offerors who are rated in the competitive range.

Negotiations may be conducted with offerors who submit responsive and responsible offers.

### **DETAILED PROPOSAL:**

Proposals must include and/or clearly demonstrate the following:

1. The capability to perform the desired services,
2. Experience, including profiles of the firm's principals and/or staff with experience in providing similar services to other businesses including public housing agencies, if applicable. The names of specific individuals directly providing the services under this RFP should be outlined,
4. Knowledge of housing authority operations, rules, regulations and HUD methodology,
5. Proposed methodology and milestones for accomplishing the proposed services,
6. Cost estimates of proposed services and basis of the cost estimate,
7. Proof of current certificate of Professional Liability & Workers Compensation Insurance Policies in the amount of \$1,000,000.00 each,
8. Proposed form of contract, including a termination provision and proposed payment schedule, and
9. The completed Non-Collusive Affidavit form attached.

**One (1) original and four (3) copies of the proposal must be submitted to the HACG at:**

**The Housing Authority of Columbus, Georgia  
1000 Wynnton Road  
P.O. Box 630  
Columbus, Georgia 31902-0630  
ATTN: Susan McGuire, Manager Human Resources**

by August 25, 2017 at 4:00 P.M. (eastern standard time). Submittals received after the stated date and time will not be considered as responsive.

**GOVERNING REGULATIONS:**

All work and services will be implemented in accordance with the rules and regulations of the United States Department of Housing and Urban Development (HUD). The proposed service contract, if awarded, will adhere to Federal Procurement Regulation 24 CFR 85.36 and to the HACG Procurement Policy.

**EQUAL OPPORTUNITY EMPLOYMENT:**

Each firm or individual shall certify compliance with all applicable Equal Employment Opportunity requirements governing contracts of this type.

**GENERAL:**

The HACG reserves the right to accept or reject any or all proposals, waive technicalities, and to award the contract in the best interest of the HACG.

No member, officer, employee of HACG or member of the Columbus City Council shall during his/her tenure or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

Persons who require special accommodations should immediately contact HACG at (706) 571-2800 Ext 807 or via mail at the address listed above.

HACG in accordance with the Executive Order 11625 and 12138 encourages participation by businesses owned and operated by minorities and women.

**EVALUATION PLAN**

The following points will be assigned to each evaluation criteria set forth in the Request for Proposal for the staffing of temporary employees. Each committee representative shall rate each proposal received, according to the evaluation criteria and point system listed below.

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>1. Experience</b>	<b>35</b>	<b>24-35</b>	<b>13-23</b>	<b>0-12</b>
<b>2. Capability</b>	<b>30</b>	<b>21-30</b>	<b>13-20</b>	<b>0-12</b>
<b>3. Price</b>	<b>20</b>	<b>15-20</b>	<b>8-14</b>	<b>0-7</b>
<b>4. Detail Proposal</b>	<b>15</b>	<b>11-15</b>	<b>6-10</b>	<b>0-5</b>

**Highest Possible Score: 100**