



# San Bernardino County

## Legislation Text

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**File #: 5063, Agenda Item #: 55**

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**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**October 26, 2021**

**FROM**

**PATRICK SCALZITTI, Interim Director, Purchasing Department**

**SUBJECT**

Contracts for Temporary Help Services for the Registrar of Voters

**RECOMMENDATION(S)**

1. Approve Contracts with the following 12 vendors to provide temporary help services to Registrar of Voters for election workers, at fixed rates, for the period November 1, 2021 through October 31, 2026.
  - a. 22<sup>nd</sup> Century Technologies, Inc.
  - b. Accurate Personnel
  - c. Amtec Human Capital dba Amtec
  - d. CathyJon Enterprises, Inc. dba HB Staffing
  - e. Cogent Infotech Corporation
  - f. Jada Systems, Inc.
  - g. JM Temporary Services & Affiliates, Inc. dba JM Staffing
  - h. Kelly Services, Inc.
  - i. Kinetic Personnel Group
  - j. LA Business Personnel Group
  - k. Technostaff LLC dba HonorVet Technologies
  - l. Temp Unlimited
2. Authorize the Purchasing Agent to add, replace and delete classifications and adjust rates to meet state mandates. These rate adjustments could include minimum wage, contractual cost of living increases or rate adjustments reflective of County competitiveness in the marketplace.

(Presenter: Patrick Scalzitti, Interim Director, 387-2074)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will result in the use of additional Discretionary General Funding (Net County Cost) for the County's share of election costs. Other jurisdictions' share of temporary help cost related to the election will also increase. The average annual cost for temporary election workers is approximately \$3.1 million, and the Registrar of Voters (ROV) is responsible for ensuring there is adequate funding in its approved budget for temporary help services.

**BACKGROUND INFORMATION**

The recommended contracts with 12 vendors for temporary election workers will allow ROV to serve the public effectively in conducting elections within San Bernardino County. The need for temporary election workers is driven by local, state, and federal election cycles, and such workers are necessary for ROV to maintain voter registration and election records, and to conduct the County's elections effectively.

**PROCUREMENT**

On March 8, 2021, Purchasing released a formal Request for Proposal, RFP AGENCY21-PURC-4076, Temporary Staffing Services for ROV through the San Bernardino County Electronic Procurement (ePro) network. Fourteen proposals were received from the agencies listed below by the submittal deadline of April 12, 2021.

- 22<sup>nd</sup> Century Technologies, Inc.
- Accurate Personnel
- Amtec Human Capital dba Amtec
- CathyJon Enterprises, Inc. dba HB Staffing
- Cogent Infotech Corporation
- Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services
- Jada Systems, Inc.
- JM Temporary Services & Affiliates, Inc. dba JM Staffing
- Kelly Services, Inc.
- Kinetic Personnel Group
- LA Business Personnel Group
- Technostaff LLC dba HonorVet Technologies
- Temp Unlimited

The evaluation committee was comprised of staff members from ROV. The evaluation process included review of criteria including, but not limited to, price, past performance, ability to provide services in a timely manner, and background and/or health screenings. Based on the evaluation results, 12 agencies were recommended for contract award. The County is currently engaged in prolonged negotiations with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services and will return to the Board at a later date with a recommendation when an agreement has been reached.

Under the recommended contracts, the County may terminate with a 30-day advance written notice. The contracts also provide the ability for temporary help services agencies to bill the County for overtime in accordance with state law. This action authorizes the Director of Purchasing to add or delete classifications, and adjust rates necessary for ROV operations if an unanticipated need arises.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, and Jolena Grider, Deputy County Counsel, 387-5455) on September 24, 2021; Registrar of Voters (Bob Page, Registrar of Voters, 387-2100) on September 29, 2021; Finance (Sofia Almeida, Administrative Analyst, 387-4378) on October 8, 2021; County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on October 8, 2021.