



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 08/06/2024

**SUBJECT: RFP NO. F2024096 - ANNUAL CONTRACT FOR PAYROLL  
SERVICES AND TEMPORARY LABOR - ELECTIONS  
ADMINISTRATION - VARIOUS VENDORS - PER CONTRACT  
TERMS**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. F2024096, Annual Contract for Payroll Services and Temporary Labor, for Elections Administration, to the following vendors at the per contract terms:

Primary	Smith Temporaries Inc. d/b/a CornerStone Staffing
Secondary	22nd Century Technologies, Inc.
Alternate 1	Ad-A-Staff Inc.
Alternate 2	MMC Group, L.P.

### **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 sixty-three (263) 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 April 10, 2024 was attended by fourteen (14) vendors as well as representatives from Elections Administration and Purchasing. Twenty-two (22) proposals and three (3) no-bids were received.

Proposals were evaluated by Elections Administration and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

A Best and Final Offer was then requested, and all awarded vendors decreased their percentage mark-ups.

The proposals received from the vendors listed above meet all specifications and are acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective September 1, 2024, with three (3) options for renewal periods of twelve (12) months each.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards, NIGP-CPP Chris Lax, CPSM, CPSD, CPCP
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The purpose of this contract is to provide payroll services related to elections to:

- A) ensure the Auditor's Office payroll team is not overwhelmed by the large volume of work required to process payroll payments for temporary workers hired during the various election cycles;
- B) provide temporary personnel who have been vetted and background checked and determined to be qualified to perform the duties assigned; and
- C) ensure all legal requirements are met with regard to employment for temporary employees.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. F2024096, Annual Contract for Payroll Services and Temporary Labor, be awarded to the vendors listed above at the per contract terms.

### **FISCAL IMPACT**

Expenses for last year were approximately \$2,757,563.30. Services are provided on an as-needed basis. Funding has been requested in the FY 2025 budget request.