



Interoffice Memorandum

August 28, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: 

Carrie Mathes, CFM, CPPO, C.P.M., Manager, Procurement
Division

CONTACT: Yolanda Brown, Manager, Fiscal and Operational Support Division
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SUBJECT: Ratification of Purchase Order M101800, Temporary Staffing Services

ACTION REQUESTED:

Ratification of Purchase Order M101800, Temporary Staffing Services, with AUE Staffing, Inc., in a not-to-exceed amount of \$244,890.

PROCUREMENT:

This purchase order provides 13 administrative assistants on a temporary basis to assist with Cares Act Funding for Individual/Family Assistance, Eviction Diversion, and the Small Business Grant Programs in response to the COVID-19 pandemic. The performance period is August 15 through December 30, 2020.

FUNDING:

Funding is available in account number 5895-019-8019-3179.

APPROVALS:

The Community and Family Services Department concurs with this recommendation.

REMARKS:

Due to the urgent need of the provision of services for our citizens in light of the COVID-19 pandemic, the department requested an emergency purchase order (PO M101800) to provide services assisting citizens with the requests for Cares Act Funding for individuals, family assistance, eviction diversion, and business grants programs. Failure to issue this purchase order could result in thousands of families and businesses being at risk of receiving financial assistance.

While the County has established term contract Y20-191C for administrative staff augmentation with AUE Staffing, a Delivery Order cannot be processed against it, because these services are funded by the CARES Act. This purchase order is consistent with the contracted pricing, terms, and conditions and does not draw down previously appropriated funding for the contract.