



June 25, 2020

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

From: 

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

Contact: Zulay Millan, CPPO, CPPB, FCCM, Assistant Manager, Procurement
Division
407-836-5633

Subject: Award of Invitation for Bids Y20-191-MV, Staff Augmentation -
Administrative

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-191-MV, Staff Augmentation - Administrative, to the low responsive and responsible bidders, KeyStaff, Athena Consulting LLC. and AUE Staffing, Inc. in the total estimated contract award amount of \$10,000,000 for a three-year term. Further, request Board authorization for the Procurement Division to renew the contracts for two additional one-year terms.

PROCUREMENT:

Contracts for staff augmentation labor are used throughout the county to provide various administrative support positions such as administrative assistant, secretary, staff assistant, data entry operator, administrative support clerk, fiscal/contract administration specialist, human resources advisor, procurement specialist, senior procurement specialist, and general accounting clerk.

FUNDING:

Delivery orders will be issued on an as-needed basis.

APPROVALS:

The Procurement Division and Business Development Division concur with this recommendation.

REMARKS:

Forty bids were received in response to the Invitation for Bids and were evaluated for price reasonableness, responsiveness, and responsibility. The bids are considered reasonable based on comparison to prior similar contracts. The bids submitted by KeyStaff and Athena Consulting demonstrated a satisfactory record of performance based on validation of references. The bid submitted by AUE Staffing, Inc. has a satisfactory record of performance on current County contracts and is considered responsible. Prices for all three lowest bidders have been determined reasonable as compared to current contracted pricing.

The bids submitted by Beacon Systems, Inc. and Spartacus Consulting, Inc. were deemed non-responsible for failing to submit validating references per the bid requirements. The bid submitted by Diskriter was deemed non-responsible because the bid conflicted with the minimum pay rate requirements of the scope of services. The bids submitted by HQ Aero Management (FL), Inc., and Industrial Staffing Services, Inc. were deemed non-responsive for failing to acknowledge addendums. The bid submitted by AgreeYa Solutions, Inc. was deemed non-responsive for failing to submit a complete bid form. The bid submitted by vTech Solutions, Inc. was deemed non-responsive for failing to submit a complete bid response form and for failing to acknowledge addendums. The bid submitted by BuzzClan, LLC. was deemed non-responsive for failing to submit a complete bid package.

Three contracts are necessary due to the anticipated need for these services. The low cost contractor will be given the first opportunity to provide the required services. The other contracts will only be contacted if the low cost contractor cannot perform. Other factors such as the desire to continue the services of a contract employee who has gained experience and expertise in a certain position will be considered in the selection of the appropriate contractor.

This solicitation contains requirements for background checks and drug screens for temporary clerical personnel in certain positions prior to their performance under the resultant contracts.

Staff recommends bids be awarded to the low responsive and responsible bidders KeyStaff, Athena Consulting, LLC. and AUE Staffing, Inc.

The bid tabulation is as follows:

Award of Invitation for Bids Y20-191-MV,
Staff Augmentation – Administrative

BIDDER	TOTAL ESTIMATED ANNUAL BID	ESTIMATED THREE YEAR BID
KeyStaff	\$2,001,804.50	\$6,005,413.50
Athena Consulting, LLC.	\$2,041,192.50	\$6,123,577.50
AUE Staffing, Inc.	\$2,046,196.00	\$6,138,588.00
Bleu Stream Corp	\$2,058,910.00	\$6,176,730.00
22nd Century Technologies, Inc.	\$2,082,175.00	\$6,246,525.00
323 Staffing Solutions, LLC.	\$2,086,762.50	\$6,260,287.50
Level Resources, LLC	\$2,093,198.00	\$6,279,594.00
ATA Services, Inc.	\$2,097,485.00	\$6,292,455.00
COCHHBHA Enterprises, Inc.	\$2,112,844.00	\$6,338,532.00
SDTR Consulting, LLC.	\$2,158,297.50	\$6,474,892.50
The Reserves Network	\$2,160,422.00	\$6,481,266.00
Acara Solutions	\$2,195,603.00	\$6,586,809.00
Moten Tate, Inc.	\$2,197,153.50	\$6,591,460.50
Personnel Solutions Plus, LLC.	\$2,210,140.00	\$6,630,420.00
Top Talent Staffing, LLC.	\$2,214,878.00	\$6,644,634.00
Crescent Business Services, Inc.	\$2,227,691.00	\$6,683,073.00
A & Associates, Inc.	\$2,246,330.00	\$6,738,990.00
Quality Choice Staffing	\$2,246,749.00	\$6,740,247.00
Employer Solutions Staffing Group II, LLC.	\$2,252,005.00	\$6,756,015.00
Graham Staffing Services, Inc.	\$2,255,005.00	\$6,765,015.00
Staff Today, Inc.	\$2,299,917.50	\$6,899,752.50
Howroyd-Wright Employment Agency, Inc dba AppleOne	\$2,334,919.00	\$7,004,757.00
Technostaff, LLC.	\$2,357,270.00	\$7,071,810.00
CareersUSA	\$2,358,849.00	\$7,076,547.00
RADgov, Inc.	\$2,385,532.50	\$7,156,597.50
Tech Army, LLC	\$2,393,162.50	\$7,179,487.50
Cogent Infotech Corporation	\$2,525,526.00	\$7,576,578.00
Abacus Service Corporation	\$2,595,820.00	\$7,787,460.00
GenCare Staffing Solutions, LLC.	\$2,607,026.00	\$7,821,078.00
Vital, Inc. dba Vital Associates	\$3,029,674.00	\$9,089,022.00
Cambay Consulting, LLC.	\$3,098,504.50	\$9,295,513.50
SoftHQ, Inc.	\$3,253,343.50	\$9,760,030.50
AgreeYa Solutions, Inc.	NON-RESPONSIVE	
Beacon Systems, Inc.	NON-RESPONSIBLE	
BuzzClan, LLC.	NON-RESPONSIVE	
Diskriter	NON-RESPONSIBLE	

Award of Invitation for Bids Y20-191-MV, Staff Augmentation – Administrative

HQ Aero Management (FL), Inc.
Industrial Staffing Services, Inc.
Spartacus Consulting, Inc
vTech Solutions, Inc.

NON-RESPONSIVE
NON-RESPONSIVE
NON-RESPONSIBLE
NON-RESPONSIVE




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 9, 2020

TO: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y20-191-MV, Staff Augmentation - Administrative

The Business Development Division evaluated the 32 bids submitted for this project. Two of the bidders were Minority/Women Business Enterprise (M/WBE) firms and one of the bidders was a Registered Service-Disabled Veteran (SDV) firm. At the time of bid opening at least four firms were certified and at least two firms were registered at the prime level in the scope of service. The two Orange County Certified Minority/Women Business Enterprise firms and the one Registered Service-Disabled Veteran firm was not within 3% of the low bid for bid awards greater than \$5,000,000. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson

BID COMPARISON**Y20-191-MV, Staff Augmentation - Administrative**

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (3%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	KeyStaff	\$6,005,413.50				
2nd Low	Athena Consulting, LLC.	\$6,123,577.50	\$118,164	1.97%		
3rd Low	AUE Staffing, Inc.	\$6,138,588	\$133,175	2.22%	\$15,011	0.25%
4th Low	Bleu Stream Corp	\$6,176,730	\$171,317	2.85%	\$53,153	0.87%
5th Low	22nd Century Technologies, Inc.	\$6,246,525	\$241,112	4.01%	\$122,948	2.01%
6th Low	323 Staffing Solutions, LLC.	\$6,260,287.50	\$254,874	4.24%	\$136,710	2.23%
7th Low	Level Resources, LLC	\$6,279,594	\$274,181	4.57%	\$156,017	2.55%
8th Low	ATA Services, Inc.	\$6,292,455	\$287,042	4.78%	\$168,878	2.76%
9th Low	COCHHBHA Enterpries, Inc.	\$6,338,532	\$333,119	5.55%	\$214,955	3.51%
10th Low	SDTR Consulting, LLC. (AFAF)	\$6,474,892.50	\$469,479	7.82%	\$351,315	5.74%
11th Low	The Reserves Network	\$6,481,266	\$475,853	7.92%	\$357,689	5.84%
12th Low	Acara Solutions	\$6,586,809	\$581,396	9.68%	\$463,232	7.56%
13th Low	Moten Tate, Inc. (AFAM)	\$6,591,460.50	\$586,047	9.76%	\$467,883	7.64%
14th Low	Personnel Solutions Plus, LLC.	\$6,630,420	\$625,007	10.41%	\$506,843	8.28%
15th Low	TopTalent Staffing, LLC.	\$6,644,634	\$639,221	10.64%	\$521,057	8.51%
16th Low	Crescent Business Services, Inc. (SDV)	\$6,683,073	\$677,660	11.28%	\$559,496	9.14%

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (3%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
17th Low	A & Associates, Inc.	\$6,738,990	\$733,577	12.22%	\$615,413	10.05%
18th Low	Quality Choice Staffing	\$6,740,247	\$734,834	12.24%	\$616,670	10.07%
19th Low	Employer Solutions Staffing Group II, LLC	\$6,756,015	\$750,602	12.50%	\$632,438	10.33%
20th Low	Graham Staffing Services, Inc.	\$6,765,015	\$641,438	10.47%	\$626,427	10.20%
21st Low	Staff Today, Inc.	\$6,899,752.50	\$761,165	12.40%	\$723,023	11.71%
22nd Low	Howroyd-Wright Employment Agency, Inc. dba AppleOne	\$7,004,757	\$828,027	13.41%	\$758,232	12.14%
23rd Low	Technostaff, LLC.	\$7,071,810	\$825,285	13.21%	\$811,523	12.96%
24th Low	CareersUSA	\$7,076,547	\$816,260	13.04%	\$796,953	12.69%
25th Low	RADgov, Inc.	\$7,156,597.50	\$877,004	13.97%	\$864,143	13.73%
26th Low	Tech Army, LLC	\$7,179,487.50	\$887,033	14.10%	\$840,956	13.27%
27th Low	Cogent Infotech Coporation	\$7,576,578	\$1,238,046	19.53%	\$1,101,686	17.01%
28th Low	Abacus Service Corporation	\$7,787,460	\$1,312,568	20.27%	\$1,306,194	20.15%
29th Low	GenCare Staffing Solutions, LLC.	\$7,821,078	\$1,339,812	20.67%	\$1,234,269	18.74%
30th Low	Vital, Inc. dba Vital Associates	\$9,089,022	\$2,502,213	37.99%	\$2,497,562	37.89%
31st Low	Cambay Consulting, LLC.	\$9,295,513.50	\$2,704,053	41.02%	\$2,665,094	40.19%
32nd Low	SoftHQ, Inc.	\$9,760,030.50	\$3,129,611	47.20%	\$3,115,397	46.89%