



Interoffice Memorandum

February 25, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Lavon Williams, Manager I, Community Action Division
(407) 836-9323

SUBJECT: Award of Request for Quotations Y22-603-MM, Temporary Staffing for Home Energy Assistance Program

ACTION REQUESTED:

Approval to award Request for Quotations Y22-603-MM, Temporary Staffing Services for Home Energy Assistance Program, to the low responsive and responsible quoter, AUE Staffing, Inc. in the total estimated contract award amount of \$217,685 for a one-year term.

PROCUREMENT:

This contract will provide staff augmentation labor for the Low-Income Home Energy Assistance Program.

FUNDING:

Funding is available in account number 7020-062-7483-3179.

APPROVALS:

The Community Action Division concurs with this recommendation.

REMARKS:

The Low-Income Home Energy Assistance Program was awarded a grant through the Department of Health and Human Services that is administered by the Florida Department of Economic Opportunity. The grant funding allows the awarding of utility assistance benefits to income qualifying residents of Orange County. The temporary agency workers are used to support the program staffing needs and are funded through the grant program administrative costs. This solicitation contained requirements for background checks and drug screens for temporary clerical personnel in these positions prior to their performance under the resultant contract.

On August 24, 2021, the Board approved Resolution No. 2019-M-30, adopting the Federal Simplified Acquisition Threshold when making procurements with Federal Financial Assistance.

Two quotes were received in response to the Request for Quotations and were evaluated for price reasonableness, responsiveness, and responsibility. The quote submitted by AUE Staffing, Inc. demonstrated a satisfactory record of performance based on validation of references and current County contracts. Therefore, award is recommended to AUE Staffing, Inc.

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The quote tabulation is as follows:

<u>QUOTER</u>	<u>TOTAL ESTIMATED QUOTE</u>
AUE Staffing, Inc.	\$217,685.00
Athena Consulting, LLC	\$241,522.00