



Interoffice Memorandum

October 8, 2020

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

FROM: 

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

CONTACT: Mitchell Glasser, Manager, Housing and Community Development
Division
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SUBJECT: Ratification of Purchase Order M102146, Temporary Staffing Services

ACTION REQUESTED:

Ratification of Purchase Order M102146, Temporary Staffing Services, with AUE Staffing, Inc., in a not-to-exceed amount of \$479,639.90.

PROCUREMENT:

This purchase order provides 10 fiscal/contract administration specialists on a temporary basis to assist with Cares Act Funding for Individual, Family Assistance, and Eviction Diversion Grant Programs in response to the COVID-19 pandemic. The performance period is October 1, 2020 through September 30, 2021.

FUNDING:

Funding is available in account number 5897-068-8045-3232.

APPROVALS:

The Housing and Community Development Division 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 to provide services assisting citizens with the requests for Cares Act Funding for Individuals, Family Assistance, and Eviction Diversion Grants Programs. Failure to issue this purchase order could result in thousands of families 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.