

REQUEST FOR QUALIFICATIONS

FOR

TEMPORARY STAFFING AGENCIES

Issued by the St. Louis Economic Development Partnership

Submissions Due By:

3 PM CST on Thursday, March 4, 2021

St. Louis Economic Development Partnership

ATTN: Howl Bean II

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Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

From time to time, the Partnership utilizes temporary employees to complete various projects and tasks in furtherance of its organizational purposes. The Partnership issues this Request for Qualifications (the “RFQ”) for qualified temporary staffing agencies to provide staffing services, on an as needed basis during calendar year 2021 (the “Services”). It is anticipated that the Partnership will identify a short list of qualified firms to provide the Services on an as needed basis during calendar year 2021.

Scope of Services

The qualified firms should be able to provide high-quality, cost-effective temporary employees for professional and administrative projects. The qualified firms may be asked to provide staffing candidates for temporary positions, often under tight deadlines. The qualified temporary staffing agencies will be expected to conduct all stages of candidate identification, including sourcing candidates, advertising specific available positions to reach potential candidates, and pre-screening candidates for work requirements prior to referral to work sites in order to assure that the candidates possess all of the required skills and abilities to perform the assigned tasks. Please note that the Partnership will provide the relevant job scope to the applicable temporary staffing agencies as needs arise, on a project-by-project basis.

The Partnership anticipates that its temporary staffing needs may include, but are not limited to, the following diverse range of categories:

- Administrative/clerical
- Finance/accounting
- Professional management services
- Legal services
- Program and project management
- Customer service
- Data entry

While the above is a general summary of the Services, specific requirements may differ depending upon the project. To that end, qualified temporary staffing agencies should provide pricing ranges for a variety of temporary employees, including professional candidates, customer-service candidates, and administrative-services candidates. The successful firm must carry adequate insurance coverage.

Submission Content

Submissions must include, at a minimum, the following information:

1. Experience/Qualifications of Firm. Provide a description of the firm's experience in providing similar temporary staffing services. Identify any experience working with the Partnership or its affiliates. Provide a statement concerning insurance coverage.
2. Availability and Approach. Provide a statement of the firm's availability to provide the Services on an ongoing basis throughout calendar year 2021. Provide a detailed description of the firm's approach to provide the Services as identified herein. Provide a description of how job candidates are identified, assessed, and selected. Provide an explanation of how job candidates may be assigned to the Partnership when requested for a project.
3. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion participation in providing the Services.
4. Proposed Fees/Expenses. Clearly state all fees and expenses to be charged in the performance of the Services:
 - a. If based on an hourly rate, provide the hourly rates to be charged for each individual, or the range of individuals, who may be assigned to this engagement. As described above, the Partnership requests a range of salaries for the various types of temporary employees that may be utilized for this engagement. The range should identify the minimum and maximum hourly rates that the firm may charge for the job-type category.
 - b. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement. Identify any applicable conversion fees.
 - c. **A five percent (5%) proposal discount shall be applied to MBE firms during the evaluation process. The proposal discount shall lower the eligible MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible MBE firm shall include with its submission a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.**

Selection Criteria

Submissions will be reviewed by staff for inclusion on a list of potential temporary staffing agencies (the "Qualified List"). Final selection of firms for the Qualified List will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services;
2. Availability and approach to provide the Services;
3. Approach to diversity, equity, and inclusion;
4. Cost, after application of any applicable MBE discount, as described above; and
5. Responsiveness of the firm to the RFQ categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award.

Terms and Conditions

The following terms and conditions apply to all submissions:

1. The Partnership reserves the right to reject any and all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the submissions received in response to this RFQ. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. Inclusion of a firm on the Qualified List does not obligate the Partnership to utilize that firm. All submitted responses to this RFQ become the property of the Partnership as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making

a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ.

Submission of Responses

To be considered, submissions must be received no later than **Thursday, March 4, 2021, at 3 PM CST. Submissions received after the deadline identified above may not be considered.**

Schedule

RFQ Newspaper Advertisement	Thursday, February 11, 2021
Questions Submitted by	Friday, February 19, 2021
Questions Answered	Thursday, February 25, 2021
Submission Due	Thursday, March 4, 2021

Questions about this RFQ should be sent by email to hbean@stlpartnership.com. Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFQ on the Partnership's website on the date indicated above.

Electronic submissions should be sent by email to hbean@stlpartnership.com.

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