

REQUEST FOR QUALIFICATIONS

FOR

STAFFING SERVICES

Issued by the St. Louis Economic Development Partnership

Submissions Due By:

3 PM CST on Thursday, March 24, 2022

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.

The Partnership issues this Request for Qualifications (the “RFQ”) for qualified staffing agencies to provide staffing services for various projects, which may include, but is not limited to, project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, executive search, and organizational business consulting (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 for the one-year period through March 31, 2023. **PLEASE NOTE: The Partnership will consider submissions from firms able to provide some or all of the Services identified herein. As a result, all interested firms are encouraged to submit proposals, even if a particular firm is not able or interested to provide the entire scope of services.**

Scope of Services

The qualified firms should be able to provide high-quality, cost-effective staffing solutions for management-, professional-, and administrative-level projects. The qualified firms may be asked to provide staffing services for project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, executive search, and organizational business consulting, often under tight deadlines. The qualified 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 staffing agencies as needs arise, on a project-by-project basis.

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

- Administrative/clerical
- Finance/accounting
- Marketing and communications
- Professional management
- Executive leadership
- Legal services, including General Counsel
- 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 staffing agencies should provide pricing ranges for a variety of candidate types, including professional candidates, customer-service candidates, and administrative-services candidates. Pricing ranges should also include a variety of service types, including, but not limited to, project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, and executive search. 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 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 for the one-year period through March 31, 2023. 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. As described above, the Partnership requests a range of Services for this engagement. Please provide an explanation of pricing for the particular type of Service that your firm would provide.
 - 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.
 - b. Provide an explanation if fees will be calculated on any other basis such as lump sums, not-to-exceed amounts, retainer arrangements, salary percentage fees, etc. 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 staffing agencies to be utilized on an as-needed basis (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 24, 2022, at 3 PM CST. Submissions received after the deadline identified above may not be considered.**

Schedule

RFQ Newspaper Advertisement	Thursday, March 3, 2022
Questions Submitted by	Friday, March 11, 2022
Questions Answered	Thursday, March 17, 2022
Submission Due	Thursday, March 24, 2022

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 after the date indicated above.

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

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