

Request for Action
By
Board of Commissioners

Approval of Engagement of Temporary/Direct Hire Staffing Firms

1. Summary of Request

This Request for Action (“RFA”) is for approval to engage additional staffing agencies for Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) current roster of short-term temporary and direct hire staffing agencies. Specifically, this RFA seeks approval to add three staffing firms to the roster. These firms include City Personnel Inc., (“City Personnel”), The Greysmith Companies (“Greysmith”) and Infojini, Inc. (“Infojini”). The engagement of these firms will be non-exclusive and on a rotating basis, subject to RIHousing needs.

2. Discussion

RIHousing typically has a need for staffing to temporarily assist various divisions due to temporary high-volume workload, employee leave, termination, or other events. These vacancies can cause business disruption due to slowed productivity, loss of specialized skills, and division of scarce departmental resources. Having a trusted source for qualified, experienced temporary candidates is the best way to assure business continuity until a more permanent solution presents itself. To address this need, on December 19, 2019, the RIHousing Board of Commissioners approved the creation of a temporary and direct hire staffing agency roster inclusive of four agencies: KForce Inc., Robert Half Corporation, Flagship Staffing Services Inc. and Randstadt North America, Inc.

Due to the current competitive state of the labor market, the expansion of the roster will provide RIHousing with additional opportunities to draw from the available skilled labor force. To this end, RIHousing seeks to supplement its roster of qualified firms that can present to the Human Resources department on-demand, or within a twenty-four (24) hour period, the professional resumes of three (3) or more highly skilled, and in some cases specialized, temporary and/or direct candidates for review by RIHousing. The selected firms must further be willing to make selected candidates available for interviews with hiring managers and other representatives of RIHousing and must have the capacity to conduct pre-employment criminal background checks on all candidates selected to work with RIHousing. With respect to temporary placements, the selected firms will serve as a liaison between the temporary employee and RIHousing in the event any disciplinary action is needed and must also be willing to recall the temporary employee at any time and for any reason, at the discretion of RIHousing.

In August 2021, RIHousing issued a Request for Proposals (“RFP”) from qualified firms to provide temporary staffing and direct hire services. Notice of the RFP was posted on RIHousing’s

website, and the website maintained by the Rhode Island Department of Administration's Division of Purchases.

Twelve (12) firms submitted proposals in response to the RFP (the "Applicants"). Two (2) of the respondents were already under contract with RIHousing and were not scored. A selection committee comprised of senior staff and staff from the Human Resources department reviewed the remaining ten (10) proposals and evaluated them in accordance with the criteria outlined in the RFP. The selection committee scored the responses based upon factors including the firm's professional capacity, fee structure, ability to perform within time and budget constraints, and the ability to provide diverse candidates.

Attachment A sets forth the scoring matrix for the Applicants' proposals.

Following a review of the bid documents and pricing proposals and based on the selection committee's evaluation of all proposals based on selection criteria, three (3) firms were determined to be best qualified to provide temporary staffing and direct hire services to RIHousing.

- City Personnel is a WBE and MBE staffing agency based in Providence and established in 2006. The company specializes in administrative-based positions and has experience in placing staff in mortgage banking, insurance, and paralegal positions throughout the State. City Personnel has a database of over 70,000 candidates which will assist in providing RIHousing with efficient and cost-effective services.
- Greysmith is a workforce solutions provider founded in 1991 and based in Providence. Greysmith specializes in placements in the accounting and finance industries, customer service, call center staffing and administrative personnel.
- Infojini is a Maryland-based provider with offices in Boston and throughout the United States. They are registered to do business in the State of Rhode Island. They provide temporary, permanent, and temp-to-hire candidates using a proprietary talent screening platform. Infojini specializes in providing candidates in the fields of information technology, finance and accounting.

3. Recommendation

The attached resolution for engagement of temporary and direct hire staffing services is recommended for approval.

4. Attachments

- A. Temporary/Direct Hire Staffing Firms – Scoring Matrix

B. Resolution

Attachment A

Temporary/Direct Hire Staffing Firms – Scoring Matrix

ATTACHMENT A
SCORING MATRIX

A	B	C	D	E	F	G	H	I	J	K
Evaluation & Selection Criteria	Avacend GA	City Personnel RI	Cynosure TX	Donia NY	Greysmith RI	Infojini MD	Info Way CA	Onsite GA	RLK CA	Vastika TX
Professional Capacity to undertake the Scope of Work (20)	16.5	20.0	17.5	10.0	19.0	20.0	12.0	11.5	12.5	15.0
Proposed fee structure (10)	5.0	9.5	2.5	5.0	9.0	9.5	9.5	5.0	7.0	9.5
Ability to perform within time and budget constraints (15)	8.0	15.0	5.0	7.5	12.5	14.5	8.5	8.0	10.0	9.0
Evaluation of potential work plans (10)	7.0	9.5	5.0	5.0	8.0	9.5	9.0	7.5	7.5	9.0
Previous work experience and performance with RIH and/or similar organizations (15)	6.5	15.0	7.5	7.5	5.0	14.0	7.5	6.5	11.5	2.5
Recommendations by references (5)	4.0	5.0	4.0	4.0	4.5	5.0	4.0	4.0	4.0	4.0
Is the company a WBE/MBE/DBE (10)	7.0	10.0	5.0	10.0	5.0	10.0	10.0	8.5	2.5	10.0
Would the company provide us with a diverse candidate pool of applicants (15)	9.5	12.0	7.0	9.5	5.0	11.5	5.0	9.5	7.0	10.0
Total Score	63.5	96.0	53.5	58.5	68.0	94.0	65.5	60.5	62.0	69.0
Ranking (1-8)	6	1	10	9	3	2	5	8	7	4
Selected (Y/N)	N	Y	N	N	Y	Y	N	N	N	N
Other Information			IT Staffing only				IT Staffing only	IT Staffing only		IT Staffing only

Attachment B

**Resolution of the
Board of Commissioners of
Rhode Island Housing and Mortgage Finance Corporation**

- Whereas,** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) enabling act provides it with all of the power to make and execute contracts necessary to exercise the powers and functions provided to it under that act (R.I. Gen. Laws §42-55-5(6)); and
- Whereas,** in order to expediently and adequately fill staff shortages due to temporary increases in workloads, employee leave, termination or other events, RIHousing finds it necessary to engage the services of trusted temporary and direct hire staffing firms; and
- Whereas,** RIHousing has determined that creating a roster of approved temporary and direct hire staffing agencies will best serve its needs to present temporary and direct hire employee applicants on demand or within a twenty-four (24) hour period; and
- Whereas,** in August 2021, RIHousing issued a Request for Proposals (“RFP”) for Temporary Staffing/Direct Hire firms to supplement its current roster of temporary staffing and direct hire firms; and
- Whereas,** a selection committee comprised of senior staff and staff from the Human Resources department reviewed the proposals and evaluated them in accordance with criteria outlined in the RFP; and
- Whereas,** based upon the scoring evaluations, staff recommends the engagement of City Personnel Inc., The Greysmith Companies, and Infojini, Inc. to provide temporary and direct hire staffing services for RIHousing.

NOW THEREFORE, IT IS HEREBY:

- Resolved,** that RIHousing be, and it is hereby authorized, to supplement its roster of temporary and direct hire staffing agencies to include City Personnel Inc., The Greysmith Companies, and Infojini, Inc. (the “Staffing Agencies”); and
- Resolved,** that RI Housing be, and it is hereby authorized, to engage the Staffing Agencies from its roster to provide temporary staffing and direct hire services to RIHousing on an as-needed basis; and
- Resolved,** that the Executive Director, the Deputy Executive Director, the Chief Operating Officer, and the Director of Human Resources each acting singly be, and hereby are, authorized and empowered to take any and all actions necessary, desirable, including

specifically, the authority to negotiate fees and such other terms of the engagements as he or she may determine are in the best interests of RIHousing and to execute any and all agreements and to take such further actions as he or she deems necessary and in the best interests of RIHousing to carry out the foregoing resolutions.