

**EDUCATION SERVICE CENTER REGION 19**  
**RFP AWARD SUMMARY**

**RFP TITLE:** Temporary Services- ESC Region 19 Purchasing Cooperative  
**RFP NUMBER:** 11-6592  
**RFP OPENING DATE:** September 29, 2010  
**CONTRACT TERM:** Date of award until September 30, 2011 with the option to extend in 12 month increments not to exceed 36 months in the aggregate  
**(Extended until September 30, 2012 by ESC Region 19)**  
**(Extended until September 30, 2013 by ESC Region 19)**

**FUNDING SOURCE:** Various  
**RFP's ISSUED:** 10  
**RESPONSES:** 8  
**ADVERTISEMENT DATES:** September 5, 2010 & September 21, 2010  
**BOARD MEETING DATE:** October 21, 2010

**RECOMMENDED FOR AWARD** **Advanced Temporaries Inc.**  
**Its Quest, Inc.**  
**Staffing Options and Solutions, Inc.**  
**Temporary Alternative, Inc. dba DM Dickason Personnel (HUB)**

**TOTAL (estimated)** **\$1,500,000**

**EXPLANATIONS:**

Award of this contract will enable ESC Region 19 Purchasing Cooperative members and ESC Region 19 to utilize the temporary services from the recommended vendors during the contract period. Award basis for this contract was 40% pricing, 20% response time and number of staff available for temporary services when required, 20% past history with the ESC Region 19 Purchasing Cooperative, and 20% reference checks. Special conditions item 4 specifically stated that vendors who did not provide proof of insurance and workers compensation with submittals would not be considered. Proposals from Integrated Human Capital and Kelly Services did not provide the required insurances and were not considered. Multiple awards are being recommended to insure adequate market coverage for area ESC Region 19 Purchasing Cooperative Members who require these services. A proposal from Maxim Healthcare Services was not considered because they only could provide 1 worker for the categories they bid on. It should also be noted that DM Dickason is the only vendor who provided their Texas Department of Public Safety Certificate of Completion for compliance with Senate Bill 9.

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland  
ESC Region 19

**EVALUATION COMMITTEE:** Royce Cleveland  
ESC Region 19

Martin Camacho  
ESC Region 19 Purchasing

Nancy Alvarado  
ESC Region 19 Purchasing

## ORDER INFORMATION

### **Advanced Temporaries, Inc.**

Attn: Robert Yocom or Hammond Scott Gibson  
9530 Viscount, Suite 1-I  
El Paso, TX 79925  
915-774-0281  
Fax: 915-772-3790  
[www.advtemp.com](http://www.advtemp.com) / [ryocom@advtemp.com](mailto:ryocom@advtemp.com)

### **Staffing Options & Solutions, Inc. (SOS)**

Attn: Rickie Long  
6249 S. East Street  
Indianapolis, IN 46227  
800-554-7823  
Fax: 800-791-1656  
[www.traveltherapy.com](http://www.traveltherapy.com)

### **Its Quest, Inc**

Attn: Santiago R. Soto  
5959 Gateway West, Suite 511  
El Paso, TX 79925-2143  
915-781-0747  
Fax: 915-781-0198  
[www.itsquest.com](http://www.itsquest.com) / [sotos@itsquest.com](mailto:sotos@itsquest.com)

### **Temporary Alternative, Inc. dba DM Dickason Personnel**

Attn: Martha Dickason  
4900 North Mesa  
El Paso, TX 79912  
915-532-9400  
Fax: 915-545-2468  
[www.dmDickason.com](http://www.dmDickason.com)

## SPECIAL CONDITIONS:

1. This RFP is for temporary services by ESC Region 19 and ESC Region 19 Purchasing Coop members in El Paso and Hudspeth counties who are members of the ESC Region 19 Purchasing Cooperative.
2. Each designated category will be awarded on an "item by item" basis; however the ESC reserves the option to award in categories when it has been determined to be in the best interest of ESC's clients.
3. Vendors need not respond to all categories to be considered for award.
4. Proposals received without proof of workers compensation, general liability, and professional legal liability will not be considered for award.
5. **Criminal background checks will now be a part of this contract in compliance with SB 9 which went into force on January 1, 2008; no temporary workers will report for any assignment without first providing the mandatory fingerprinting background confirmation for that employee. Vendors who have not completed this State law requirement or who cannot provide documentation with responses of their status with the Texas Department of Public Safety need not respond. Previously, all ESC Region 19 vendors were notified of workshops to learn the requirements for all public schools, charter schools, and other agencies that SB 9 applies for.**
6. W-9 must be completed with responses returned.
7. This contract will replace the existing Region 19 Temporary Services RFP #08-6212.
8. Some information beneficial during the evaluation process will include screening process for each position to avoid sending temporary workers to clients that are not qualified for those positions in such areas as software competency, 10-key experience, alphanumeric experience, and other other skills relevant to each worker classification.
9. In instances where an awarded temporary service sends out temporary workers that are not qualified for the positions they have reported for, that will be grounds for disqualification of that vendor from providing further temporary services under this contract.
10. **Please do not respond to a category for which you cannot perform and provide competent temporary staffers as it ends up wasting both vendor and customer time.**
11. Award basis will be 40% pricing, 20% response time and number of qualified temps, 20% past history with the ESC Region 19 Purchasing Cooperative, and 20% reference checks. Any awarded vendor who does not comply with their stated claims on services will be removed from the contract.
12. Vendors wishing to be considered should provide **screening process details** such as word processing, data base, and spread sheet testing, work history checks, and other screening requirements for the specific temporary positions referenced on this proposal. If the position requires high end PC skills, this should be included on the screening process the vendor is wishing to be considered for.

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
1.	<b>Data Entry/ Word Processing</b> Current workers Screening process details:	1,028 \$ 10.33	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$10.33/ 1,028/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$ 9.28/ 60 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$ 9.79/ 109 / 2-4 hours

**DM Dickason-** This position requires ability to follow directions, attention to detail, ability to use hands or repetitive motion, ability to sit, stoop, and bend. Proficiency in typing and specified computer software required. Specified language skills may be required to perform this position. Specifically, the following evaluations are administered by DM Dickason;

Alpha/Numeric Data Entry Evaluation  
Typing Evaluation  
Spelling Test (optional)  
Microsoft Word  
Microsoft Excel  
Basic Letter Set up

2.	<b>Administrative Assistant</b> Current workers Screening process details:	624 \$11.51	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$11.51/ 624/ 1-2 hours</b>
		2 <sup>nd</sup> low-Advanced Temporaries-	\$ 9.28/ 56/ 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$12.90/ 19 / 2-4 hours

**DM Dickason-** This position requires ability to follow directions, attention to detail, ability to use hands or repetitive motion, ability to sit, stoop, and bend. Proficiency in typing and specified computer software required. Specified language skills may be required to perform this position. General Office experience is required. Specifically, the following evaluations will be administered;

Alpha/Numeric Data Entry Evaluation  
Typing Evaluation  
Microsoft Word Proficiency  
Microsoft Excel Proficiency  
Spelling Test (optional)

3.	<b>Executive Assistant</b> Current workers Screening process details:	131 \$13.75	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$13.75/ 131 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$10.24/ 68 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$15.84/ 26 / 4-8 hours

**DM Dickason-** This position requires decision making ability, leadership skills, management skills, and computer literacy. Proficiency in typing, spelling, punctuation, grammar, and oral communications are also required. Good customer service and interpersonal skills are also required. Must be tactful in dealings with people. Discretion, good judgment, organizational or management ability, initiative and ability to work independently for this position. Must be adaptable and versatile. Education is usually advanced with 3 years of experience. Specifically, the employee will have completed the following evaluations;

Typing  
Microsoft Word Proficiency  
Excel Proficiency  
Graphic Packages (optional)  
Spelling Test (optional)

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
4.	<b>Secretary</b> Current workers Screening process details:	457 \$10.23	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$10.23/ 457/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$ 9.28/ 54 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$11.22/ 71 / 4 hours

**DM Dickason-** Must be able to perform moderately complex to difficult secretarial and clerical duties. Examples of work performed include composing routine correspondence, preparing routine reports, scheduling meetings or appointments, arranging travel, screening and directing incoming calls, providing information, maintaining files, or transcribing dictation. Preparation of documents using word processor or spreadsheet software, formats, proofs, and edits of errors. May exercise judgment and initiative in routine matters. Experience/ minimum training to include 6 months of hands work experience and or school. Good interpersonal skills basic office skills and typing to 1 and 2 year programs in office administration offered by business and vocational technical schools, and community colleges. Education must have a high school diploma and/ or a vocational technical school certification. Specifically, the following evaluations are administered:

- Alpha/ Numeric
- Typing
- Microsoft Word
- Microsoft Excel
- Spelling Test (optional)

5.	<b>General Accounting Clerks</b> Current workers Screening process details:	201 \$10.06	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$10.06/ 201/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$ 9.90/ 320 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$10.39/ 40 / 4 hours

**DM Dickason-** Must be able to perform one or more routine accounting clerical operations such as examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Ability to perform entry level reconciliation and posting. A minimum of 6 months or 1 year of previous related experience is required. Good typing skills, attention to detail and accuracy, well organized, cooperative and willing to assist others. Able to use computer applications, adding machine, and telephone. A High school diploma or equivalent is required. Specifically, the following evaluations are administered;

- Ten Key by Touch
- Excel Proficiency
- Alpha/ Numeric Data Entry

6.	<b>Accounts Payable/ Receivable</b> Clerks Current workers Screening process details:	725 \$10.23	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$10.23/ 725 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$ 9.90/ 250 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$10.29/ 40/ 4 hours

**DM Dickason-** Attention to detail. Ability to maintain journals, reconcile accounts and resolve questionable transactions. Demonstrated research and problem solving ability. Ability to conform to requirements and demonstrate technical knowledge of accounting rules, regulations, policies, and procedures. Good typing skills, accurate, well organized, cooperative and willing to assist others. Able to use computer applications, adding machine, and telephone. Experience to be a minimum of 3+ years previous experience in a related field. Specifically, the following evaluations are administered;

- Ten Key by Touch
- Micosoft Excel
- Alpha/ Numeric Data Entry

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
7.	<b>Non-Degreed Accountant</b> Current workers Screening process details:	206 \$ 17.74	1-2 hours
		1 <sup>st</sup> low- <b>DM Dickason-</b>	<b>\$17.74/ 206/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$10.24/ 250/ 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$11.88/ 18 / 8 hours

**DM Dickason-** Requires knowledge of double entry bookkeeping in performing one or more of the following; posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. Experience in auditing required. Ability to follow detailed instructions. Knowledge of accounting rules, regulations, policies, and procedures. Good typing skills, attention to detail and accuracy, well organized, cooperative and willing to assist others. One to three years previous experience in a related field. Two years of college preferred. Specifically, the following evaluations are administered;

Ten Key by Touch  
Microsoft Excel  
Quickbooks  
Alpha/ Numeric

8.	<b>General Clerical</b> Current workers Screening process details:	508 \$ 9.68	1-2 hours
		1 <sup>st</sup> low- <b>DM Dickason-</b>	<b>\$9.68/ 508 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$9.28/ 250/ 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$10.29/ 154/ 2-4 hours

**DM Dickason-** Ability to follow clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating, and posting charges to departmental accounts, operating basic office equipment, photo copying, facsimile, multi-line phone voice mail systems, operating basic office equipment, and minimal computer programs. Little or no subject matter is required. Ability to use his/her judgment in choosing a proper procedure for each task. Experience requires a high school diploma or equivalent. Specifically, the applicant will have the following evaluations administered;

Alpha/ Numeric  
Typing  
Microsoft Word  
Microsoft Excel  
Spelling

9.	<b>Custodial/ Grounds</b> Current workers Screening process details:	593 \$10.11	1-2 hours
		1 <sup>st</sup> low- <b>DM Dickason-</b>	<b>\$10.11/ 593 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$ 9.72/ 235 / 1-2 hours
		3 <sup>rd</sup> low- Its Quest-	\$10.20/ 188/ 1-2 hours

**DM Dickason-** Ability to use cleaning equipment, by including automatic floor machines, commercial vacuums, wet mops, large wringers, and other necessary equipment, tools, chemicals, and supplies. Dexterity to sweep, mop, scrub/ polish floors. Able to work inside and outside. Able to stand, sit, stoop, twist, bend, grasp, reach over head and lift up to 40 lbs. Ability to read, write, and understand and follow basic instructions. Good communications skills. Experience to be 3 months or more. Specifically, the applicant will have the following evaluations administered;

Safety  
Past employment verification

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
10.	<b>Carpentry Workers</b> Current workers Screening process details:	269 \$14.58	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$14.58/ 269/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$13.50/ 60/ 2-4 hours
		3 <sup>rd</sup> low- Its Quest-	\$13.90/ 14/ 4-8 hours

**DM Dickason-** Must be mechanically inclined, ability to use hand tools. Ability to stand, sit, stoop, twist, bend, grasp and reach over head. Ability to lift up to 40 lbs, ability to read, write, and understand basic work instructions, able to perform simple arithmetic and follow instructions. Good Communication Skills. Specifically, the applicant will have the following evaluations administered;

Safety  
Past employer experience verified

11.	<b>Painters</b> Current workers Screening process details:	575 \$12.18	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$12.18/ 575/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$10.88/ 34/ 2-4 hours
		3 <sup>rd</sup> low- Its Quest-	\$11.56/ 30/ 4-8 hours

**DM Dickason-** Work requires knowledge of surface peculiarities and types of pain required for different applications, preparing surfaces for painting and the ability to apply paint with spray guns and brushes. Mixing colors, oils, white lead and other paint ingredients to obtain proper color and consistency. In general, the job requires rounded training and experience. Experience is two years with a high school diploma or equivalent. Specifically, the applicant is tested for;

Ability to see color  
Physical capability  
Ability to stand, sit, stoop, twist, bend, grasp, and reach over head  
Ability to lift up to 40 lbs.

12.	<b>Carpet Installers</b> Current workers Screening process details:	134 \$ 14.39	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$14.39/ 134 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$13.50/ 10 / 2-4 hours
		3 <sup>rd</sup> low- Its Quest-	\$14.96/ 19/ 4-8 hours

**DM Dickason-** Physically inclined, ability to stand, sit, stoop, twist, bend, grasp, and reach over head. Ability to lift over 40 lbs. Ability to use hand/ power tools. Able to follow basic work instructions. Must have a minimum of 6 months experience as a carpet installer. Specifically, the applicant will have the following evaluations administered;

Safety  
Verification of past work history

13.	<b>Tile Setters</b> Current workers Screening process details:	156 \$ 14.31	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$14.31/ 156/ 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$13.50/ 15 / 2-4 hours
		3 <sup>rd</sup> low- Its Quest-	\$14.96/ 18 / 4-8 hours

**DM Dickason-** Physically inclined. Ability to stand, sit, stoop, twist, bend, grasp, and reach over head. Ability to lift up to 40 lbs. Ability to use hand/ power tools. Minimum of 6 months experience as a tile setter. Specifically, the applicant will have the following evaluations administered;

Safety  
Verify past experience as a tile setter

<u>Item</u>	<u>Description</u>		<u>hourly rate</u>	<u>Response time</u>
14.	<b>Concrete Work</b> Current workers Screening process details:	12	\$ 14.00	2-4 hours
			<b>1<sup>st</sup> low- Advanced Temporaries-</b>	<b>\$14.00/ 12 / 2-4 hours</b>
			2 <sup>nd</sup> low- Its Quest-	\$15.80/ 27 / 8 hours

**Advanced Temporaries-** Safety training, emergency procedures, safe lifting practices, correct use of tools.

15.	Licensed Electrician Current workers Screening process details:	643	\$ 22.65	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$22.65/ 643 / 1-2 hours</b>
			2 <sup>nd</sup> low- Its Quest-	\$22.99/ 11/ 48 hours

**DM Dickason-** Ability to trouble shoot and diagnose electrical systems or equipment. Knowledge of electrical equipment and electronics. Good eye site and color perception to work with the intricate components use is electronic equipment. The work of the electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Minimum training/ experience of 2-5 experience required. Education to be a high school diploma and or associate degree in electronics from a community college or technical school. Certifications required include a valid drivers license, a state issued license as an electrician for the state the employee is working in, and a Certificate of completion from a formal technical trade school. Specifically, the applicant must;

Present and hold a current electrician license  
Have the ability to see color  
Verify previous employer references

16.	Licensed Plumber Current workers Screening process details:	127	\$22.65	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$22.65/ 127 / 1-2 hours</b>
			2 <sup>nd</sup> low- Advanced Temporaries-	\$20.25/ 5 / 12-24 hours
			3 <sup>rd</sup> low- Its Quest-	\$25.99/ 12 / 48 hours

**DM Dickason-** Ability to cut openings in walls and floors to accommodate pipe and pipe fittings. Must be able to use hand tools and power tools. Manual dexterity required to assemble and install valves, pipe fittings, and pipes composed of iron, steel, brass, and lead, and nonmetals, such as glass, clay, and plastic. Minimum training experience is one year as a pipe layer, plumbers or pipefitter or trained in career of technical schools or community colleges, and on the job through apprenticeships program. Required education to be a GED. High School Diploma with certification to have a journeymen license. Specifically, the applicant must;

Present and hold a current Journeyman license  
Have previous employment verified

17.	Licensed HVAC Mechanical Current workers Screening process details:	56	\$ 22.65	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$22.65/ 56 / 1-2 hours</b>
			2 <sup>nd</sup> low- Advanced Temporaries-	\$20.25/ 7 / 12-24 hours
			3 <sup>rd</sup> low- Its Quest-	\$25.99/ 12 / 48 hours

**DM Dickason-** Ability to examine and diagnose source of trouble and perform repairs involving the use of hand tools. Requires experience in mechanical drawing, mathematics, blueprint reading and computer literacy. Minimum training experience is 2 years. Education must include a GED/ High School Diploma plus years of experience and possession of an HVAC license. Specifically, the employee will;

Present and hold a current HVAC license  
Have previous employment verified

<u>Item</u>	<u>Description</u>		<u>hourly rate</u>	<u>Response time</u>
18.	Campus Cafeteria Cook Current workers Screening process details:	532	\$ 10.33	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$10.33/ 532 / 1-2 hours</b>
			2 <sup>nd</sup> low- Advanced Temporaries-	\$10.05/ 20 / 2-4 hours
			3 <sup>rd</sup> low- Its Quest-	\$10.99/ 28 / 2-4 hours

**DM Dickason-** Requires experience in preparing food for children. Must have ability to follow instructions and adhere to administrative and nutritional guidelines. Must be able to demonstrate responsibility, respect, and excellent kitchen management skills. Will perform repetitive, routine tasks. Requires the ability to stand, sit, stoop, twist, bend, grasp and reach over head. Experience required is one year of previous experience. GED/ High School Diploma required along with a Food Handlers Card. Specifically the applicant must;

Have a current Food Handlers Card  
Ability to lift up to 40 lbs.  
Specific language skills may be required

19.	Campus Cafeteria Assistants Current workers Screening process details:	331	\$9.75	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$9.75/ 331 / 1-2 hours</b>
			2 <sup>nd</sup> low- Advanced Temporaries-	\$9.72/ 35 / 1-2 hours
			3 <sup>rd</sup> low- Its Quest-	\$10.25/ 82 / 2-4 hours

**DM Dickason-** This position helps in the preparation, presentation, and serving of meals. Must demonstrate customer service skills and have ability to follow instructions. Will perform repetitive routine tasks. Must be willing to clean counters, trays, dishwashing, and maintain/ clean all work areas. Must be able to unload trucks, stock product on shelves. Requires ability to stand, sit, stoop, twist, bend, grasp, and reach over head. No previous work experience is required for this position. Education requirements are a GED/ High School Diploma. Specifically, employee must

Have a current Food Handlers Card  
Ability to lift up to 40 lbs.  
Specific language skills may be required

20.	Human Resources Professionals Degreed Current workers Screening process details:	575	\$ 18.39	1-2 hours
			<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$18.39/ 575 / 1-2 hours</b>
			2 <sup>nd</sup> low- Advanced Temporaries-	\$17.92/ 50 / 4-8 hours
			3 <sup>rd</sup> low- Its Quest-	\$21.28/ 16 / 48 hours

**DM Dickason-** Must have a good working knowledge of personnel procedures, guides, and precedents. Ability to handle employee sensitive material. Must be tactful, discrete, and articulate. Ability to demonstrate poise, tactfulness, diplomacy, good interpersonal skills, in order to handle sensitive and confidential situations. Ability to interact and communicate with individuals at all levels of the organization. Proficiency using Microsoft Word, Excel, and other computer software applications is required. Experience requirements include a minimum of 5+ years work experience in the Human Resources environments. College graduation is required.

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
21.	Accounting Professionals Degreed Current workers Screening process details:	\$23.55  185	1-2 hours
		<b>1<sup>st</sup> low- DM Dickason-</b>	<b>\$23.55/ 185 / 1-2 hours</b>
		2 <sup>nd</sup> low- Advanced Temporaries-	\$19.25/ 25 / 4-8 hours
		3 <sup>rd</sup> low- Its Quest-	\$22.61/ 18 / 48 hours

**DM Dickason-** Required experience in accounting, ten key operation by touch and computer literacy. Requires technical knowledge in processing financial data, processing payroll, accounts payable, cash receipts, bank account reconciliation, and general ledger account balances. Knowledge in preparing/ assisting with budgeting, amendments, federal and state grants accounting. Knowledge to assist with year-end processing and reporting. Must be able to maintain high level of confidentiality. Minimum experience is 3-5 years in business and accounting, computerized accounting, and software experience. Minimum educational requirements are a bachelor's degree or higher in finance or accounting from an accredited college or university. Certifications to be held are a Certified Public Accounting Certificate. Specifically, the employee will have the following evaluations administered;

Software skills  
CPA

22.	Markup over cost for <b>Professional Workers</b> Not identified after FICA, Federal, State Taxes, Workers Compensation, and other benefits <b>(Minimum bachelors, masters, and doctorates)</b> Current workers Screening process details:	5% for referrals/ 9% recruiting< \$40,000 annualized/ 11% for positions above \$40,000.   <b>3,576 active</b>	<b>20 minutes</b>
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**1<sup>st</sup> low- DM Dickason**

**DM Dickason-** A thorough job order will be taken to determine the skills category required to perform the job. Each applicant will be screened per the proficiency of the skills tasks required for that job. Experience, education, and credentials will also be measured and matched to the requirements. In addition, each applicant will be screened per the Screening Process provided in Section III for general hire and per SB 9 requirements.

Markup over cost for <b>Professional Workers</b> Not identified after FICA, Federal, State Taxes, Workers Compensation, and other benefits <b>(Minimum bachelors, masters, and doctorates)</b> Current workers Screening process details:	22%   <b>93 active</b>	<b>5- 20 days</b>
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**2<sup>nd</sup> low- Staffing Options and Solutions**

Speech Language Pathologist SLP-CCC-	\$65/ hr.
Speech Language Pathologist SLP-CF-	\$62/ hr.
Speech Bachelors-TEA Certified-	\$53/ hr.
Occupational Therapist-OT-	\$75/ hr.
Occupational Therapy Assistant- COTA-	\$53/ hr.
Physical Therapist- PT-	\$75/ hr.
Physical Therapy Assistant-PTA-	\$55/ hr.
Audiologist-AuD CCC or CF-	\$64/ hr.

Rates are for English Speaking therapist only. Bilingual therapy rates are custom bid based on availability. Rates are for full time or part time for the school fiscal year. Mileage between school campuses is billed at 40 cents per mile. Temporary workers may work up to a 40 hour work week to accommodate caseload requirements.

<u>Item</u>	<u>Description</u>	<u>hourly rate</u>	<u>Response time</u>
23.	Markup over cost for <b>Skilled Industrial Trade</b> Not identified after FICA, Federal, State Taxes, Workers Compensation, and other benefits <b>(Licenses required to perform their skills)</b> Current workers <b>4,256 active</b> Screening process details:	<b>5% markup for referrals</b> <b>9% on all others</b>	<b>20 minutes</b>
		<b>1<sup>st</sup> low- DM Dickason</b>	

A thorough job order will be taken to determine the skills category and the ergonomics required to perform the job. After assessing the applicants work history and technical training, they will be screened per the proficiency of the skills categories or tasks required and their ability to perform the physical requirements. In addition, each applicant will be screened per the Screening process provided in Section III for general hire and per the requirements of Senate Bill 9.

24.	Markup over cost for <b>Support Services</b> not Identified after FICA, Federal, State Taxes, Workers Compensation, and other benefits (Licenses and certifications required such as Forklift, CDL, etc.) Current workers <b>14,283 active</b> Screening process details:	<b>5% markup for referrals</b> <b>9% on all others</b>	<b>20 minutes</b>
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A thorough job order will be taken to determine the skills category and the ergonomics required to perform the job. After assessing the applicants work history and technical training, each applicant will be screened per the proficiency of the skills categories or tasks required and their ability to perform the physical requirements of the job. Experience, Educations, and Credentials will also be measured and matched to the requirements. Overall, each applicant will be screened per the Screening Process provided in Section III for general hire and per the requirements of Senate Bill 9.

**REQUIRED QUESTIONNAIRE FOR AWARD CONSIDERATION:**

25. Number of years temporary agency has been in business?

Advanced Temporaries-	40 years
Its Quest-	16 years
DM Dickason-	45 years
Staffing Solutions-	16 years

26. Can vendor provide designated services to Anthony ISD, Canutillo ISD, City of Horizon, City of Socorro, City of El Paso, Clint ISD, El Paso Community College, El Paso MHMR, Fabens ISD, Tornillo ISD, San Elizario ISD, El Paso ISD, El Paso School for Excellence, Socorro ISD, Ysleta ISD, University of Texas at El Paso, and Education Service Center Region 19?

Advanced Temporaries-	Yes
Its Quest-	Yes
DM Dickason-	Yes
Staffing Solutions-	yes

Please indicate which R19 Purchasing Cooperative members vendor cannot provide services to:

None

**REQUIRED QUESTIONNAIRE FOR AWARD CONSIDERATION:**

27. Does vendor agree to extend services to other non-profit, local governments, State Agencies, and other political subdivisions who join during the contract term?...if no, provide details.

Advanced Temporaries-	Yes
Its Quest-	Yes
DM Dickason-	Yes
Staffing Solutions-	Yes

28. Please provide three (3) references including names and phone numbers for accounts of similar size and comparability to services vendor is submitting for award consideration?  
(email addresses are fine but when references will not respond to inquiries, that will be taken into consideration as well.)

Verified by ESC R19 Purchasing regarding professionalism, promptness, response time, and ability to provide needed positions.

Advanced Temporaries-	Yes- 9.1 out of a possible 10
Its Quest-	Yes- 9.2 out of a possible 10
DM Dickason-	Yes- 9.5 out of a possible 10
Staffing Solutions-	Yes- 9.4 out of a possible 10

29. Specific process for background checks;

Advanced Temporaries-	Comprehensive on file; contact ESC Region 19 for copies
Its Quest-	Comprehensive on file; contact ESC Region 19 for copies
DM Dickason-	Comprehensive on file; contact ESC Region 19 for copies
Staffing Solutions-	Comprehensive on file; contact ESC Region 19 for copies

30. Provide addresses and phone numbers of offices in El Paso along with the contact person at each location?

See the order information section at the beginning of this document

31. Provide statement of agency's policy on hiring of temporary employees by Purchasing Cooperative members?

Advanced Temporaries- There will be no additional cost or limitation factors in the event ESC Region 19 or its Purchasing cooperative members desire to hire one of the Advanced Temp employees that have worked for 480 hours. Premature hiring will necessitate a payroll transfer fee of 1% per \$1,000 (not to exceed 20%) of the employee's annual compensation or other fee negotiated by contract.

Its Quest- Its Quest employees can transfer to a client's payroll, if requested, after 720 working hours, free of fees. Contact vendor directly, if hiring is desired before the 720 hour under contract has been completed.

DM Dickason- Temp to hire requires 520 hours (overtime not included) before temp employee can be hired.

Staffing Solutions- Permits school districts to buy out therapy contracts in the second year for 20% of the agreed upon salary between the therapist and the district.

**REQUIRED QUESTIONNAIRE FOR AWARD CONSIDERATION:**

32. Provide details on Quality of Life Programs to Temporary Agency's Work Force:

Advanced Temporaries-	Comprehensive on file; contact ESC Region 19 for copies
Its Quest-	Comprehensive on file; contact ESC Region 19 for copies
DM Dickason-	Comprehensive on file; contact ESC Region 19 for copies
Staffing Solutions-	Comprehensive on file; contact ESC Region 19 for copies

**Contact ESC Region 19 Purchasing for specifics**

Approved by: \_\_\_\_\_

(James R. Vasquez- Executive Director)  
(Sonia Eubank – Associate Executive Director)  
(James R. Vasquez- Executive Director)

Date: \_\_\_\_\_

(October 20, 2010)  
(July 26, 2011)  
(August 16, 2012)