

Award of Contracts for On-Call Full-Cycle and Sourcing Recruitment Services

JPB Finance Committee
December 16, 2024



Contract Goal

To establish a bench of On-Call Full-Cycle and Sourcing Recruitment Services contracts to provide the JPB with qualified and experienced firms to provide the Services on an as-needed basis. The Services consist of, but are not limited to, assisting with recruiting and sourcing for hard-to-fill positions that are niche to the JPB's operations.

Solicitation Process

- On June 12, 2024, the JPB, the San Mateo County Transit District, and the San Mateo County Transportation Authority, issued a Request for Proposals (RFP) 24-S-J-T-P-105 for On-Call Full-Cycle and Sourcing Recruitment Services .
- In response to the RFP, the JPB received 17 proposals.
- Staff determined one of the 17 proposals to be non-responsive to the requirements of the solicitation documents.
- A Selection Committee, comprised of JPB and District staff reviewed, evaluated, and scored these proposals in accordance with the evaluation criteria set forth in the RFP.
- The Committee conducted interviews with seven of the 16 firms, as these seven firms were found to be in the competitive range.

Solicitation Process (cont.)

- The highest ranked firms are as follows:
 - COGENT Infotech Corporation of Sacramento, California (COGENT)
 - Domain Experts Corporation of San Jose, California (DEC)
 - InterSources, Inc. of Fremont, California (InterSources)
- The Committee determined that the above three firms possess the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents.

Price Analysis

Staff conducted a price analysis and determined the negotiated prices from these firms to be fair, reasonable, and consistent with those charged for similar services in the Bay Area.

Budget Impact

Funds for these contracts are included in the JPB's current operating and capital budgets, and will be included in future operating and capital budgets.

Issuance of Work Directives

Staff will issue Work Directives for specific hiring needs during the contract term on an as-needed basis and pursuant to a competitive selection process as further described in the RFP. There is no guarantee of any amount of work or level of effort that will be ordered from or allocated to, or total compensation to be paid to, any of the firms under the awarded contracts.

Proposed Motion

- 1. Award a bench of contracts for On-Call Full-Cycle and Sourcing Recruitment Services for a five-year term, with up to two additional one-year option terms, for an aggregate, not-to-exceed amount of \$1,500,000.**
 - COGENT Infotech Corporation of Sacramento, California (COGENT)
 - Domain Experts Corporation of San Jose, California (DEC)
 - InterSources, Inc. of Fremont, California (InterSources)
- 2. Authorize the Executive Director** or designee to **execute contracts** with each of the above firms in full conformity with the terms and conditions of the solicitation documents and negotiated agreements, and in a form approved by legal counsel.
- 3. Authorize the Executive Director** or designee to **exercise up to two one-year option terms** with the above firms, if deemed in the best interest of the JPB.

Questions

