

Award of Contracts for On- Call Temporary Staffing Services

**JPB Finance Committee
May 19, 2025**



Contracts Goal

To provide the JPB with a bench of qualified firms to support the JPB's ongoing need for highly skilled and experienced administrative and professional personnel to meet a variety of administrative, financial, information technology, and light industrial business needs.

Solicitation Process

- On July 17, 2024, the JPB, the San Mateo County Transit District, and the San Mateo County Transportation Authority issued joint Request for Proposals (RFP) 25-S-J-T-P-014 for the Services.
- The RFP was advertised on the Agencies' eProcurement website.
- In response to the RFP, the JPB received 21 proposals.
- Staff determined 14 proposals were responsive and the other seven were non-responsive to the requirements of the RFP.

Solicitation Process (cont.)

- A Selection Committee, composed of staff from the Agencies, reviewed, evaluated, scored, and ranked these proposals in accordance with the evaluation criteria set forth in the RFP. The highest ranked firms are as follows:
 - **AppleOne, Inc.** of Glendale, CA
 - **SearchPros Staffing, LLC** of Sacramento, CA
 - **Tellus Solutions, Inc.** of Santa Clara, CA
- 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

No budget impact for FY26 since the cost of temporary staffing will be offset by savings from unfilled budgeted positions. Staff will continue to evaluate service needs and funding availability in future years before initiating any work under the contract.

Issuance of Work Directives

Staff will issue Work Directives on an as-needed basis, undergoing review and approval by Caltrain's Executive Director and Chief of Staff, or their designees. Award of these contracts will not obligate the JPB to purchase any specific level of service from any particular firm.

Proposed Motion

1. **Award a bench of contracts** to the following firms to provide **On-Call Temporary Staffing Services** for an aggregate not-to-exceed amount of **\$1.25 million for a five-year base term, with two additional one-year option terms** for an aggregate not-to-exceed amount of **\$500,000** to be shared amongst:
 - **AppleOne, Inc.** of Glendale, CA
 - **SearchPros Staffing, LLC** of Sacramento, CA
 - **Tellus Solutions, Inc.** of Santa Clara, CA
2. **Authorize the Executive Director** or designee to **execute contracts** with each of the above firms in full conformity with the RFP 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 three firms**, if in the best interest of the JPB.

Questions

FOR MORE INFORMATION

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