



CITY OF ALLENTOWN

No. 31

RESOLUTION

R - 2023

Introduced by the Administration on February 1, 2023

Authorization for Contract with FIA NYC, Inc., to provide recruitment services in the amount of 25% of the gross annual salary of each employee placed per contract year.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: FIA NYC, LLC
2. Project or Contract Reference: RFP 2022-46 – Recruitment Services
3. Description of Service(s): highly qualified firm to provide recruitment services, preferably a firm that is experienced in placing diverse underrepresented talent, in order to expedite the hiring process for City vacancies.

NOW, THEREFORE, BE IT RESOLVED , on this the 1st day of February, 2023, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2022-46 – Recruitment Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Jessica Baraket, Department Head

DATE: January 23, 2023

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

- X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

The contract appropriation or price increase **is** included in this year's budget. This is contract is for insurance services and therefore will be at no cost.

- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Cerebra Consulting, Inc., 270 Lancaster Ave, Suite D2, Malvern, PA 19355
Debbie's Staffing Services, Inc., 484 Stone Crossing Road, Easton, PA 18045
Talantage, LLC., 2310 Parklake Drive NE, Suite 248, Atlanta, GA 30345

- List the name and address of the **recommended** Contractor/Vendor, include the following:

FIA NYC, LLC., 164 East Elm Street, Allentown, PA 18109

- Description of project or scope of services to be provided:

The City advertised the solicitation on December 7, 2022, seeking a qualified firm to provide recruitment services, preferably a firm that is experienced in placing diverse underrepresented talent, in order to expedite the hiring process for City vacancies. On December 21, 2022 a public opening was held for which the City received five (5) proposals. The technical evaluation was held on January 4, 2023, 1:00 PM. All committee members were present. The Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Ability to Meet RFP Requirements (25 Points), Specialize in Diversity (25 Points), Recruitment Methodology (25 Points). Cost proposals were opened on January 4, 2023. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical

evaluation. The cost evaluation committee meeting occurred on January 6, 2023, 10:00 AM. All committee members were present. The committee members discussed the cost proposals. The evaluation committee has decided to not hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement, this contract may be extended for up to an additional four (4), one (1) year renewals beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Jessica Baraket, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution