

**INTEROFFICE MEMORANDUM**



**TO:** Board of Commissioners  
**FROM:** Office of the County Manager  
**DATE:** November 18, 2019  
**SUBJECT:** Agenda Item # 19- 0962 Revision

Request approval of statewide contract - Registration and Elections, 99999-001-SPD0000136-0003, Temporary Staffing - Clerical & Light Industrial in an amount not to exceed \$6,980,523.00 with Happy Faces Personnel Group, Inc. (Tucker, GA), to provide temporary staffing services for Registration and Elections for approximately 340 positions, effective January 1, 2020 through December 31, 2020.

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The attached agenda item has been revised to include the **Contract Compliance Information**.

Thank you

**Agenda Item Summary**

# 19-0962

**BOC Meeting Date**  
11/20/2019**Requesting Agency**

Board of Registration and Elections

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of statewide contract - Registration and Elections, 99999-001-SPD0000136-0003, Temporary Staffing - Clerical & Light Industrial in an amount not to exceed \$6,980,523.00 with Happy Faces Personnel Group, Inc. (Tucker, GA), to provide temporary staffing services for Registration and Elections for approximately 340 positions, effective January 1, 2020 through December 31, 2020.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-461, requests for approval of statewide contracts of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

**Is this a purchasing item?**

Yes

**Summary & Background***(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** This request is to utilize the statewide contract with Happy Faces Personnel Group, Inc., is to provide supplemental staffing services to prepare and conduct the following 2020 scheduled elections:

- Presidential Preference Primary
- General Primary / Non Partisan / Special and Runoff
- General / Special and Runoff

**Community Impact:** It will have a negative effect on the community if the voter registration and elections' process is not handled efficiently due to shortage of staff for all the areas needed to conduct an election.

**Department Recommendation:** Request approval of spending authority, not to exceed the amount of \$6,980,523.00 through December 31, 2020.

**Project Implications:** None

**Community Issues:** Early voting and Election Day poll locations not properly staffed.

**Agency Director Approval****County Manager's Approval****Typed Name and Title**

Felicia Strong-Whitaker

**Phone**

404-612-5800

**Signature****Date**

<b>Department Issues:</b> We have used temporary staffing to assist with preparation and conduct of all elections, if the spending authority is not approved, the Department will not be able to meet state mandated deadlines.	
<b>Contract Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	.			
<b>Total M/FBE Values</b>	.			
<b>Total Prime Value</b>	.			
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> Funding will need to be provided for the 2020 elections.				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Statewide Benefit Sheet Exhibit 2: Cost Proposal				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Richard Barron, Director, Registration and Elections, 404-612-7030				

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker	<b>Phone</b> 404-612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
Yes**Solicitation Number:**  
99999-SPD0000136-0003**Submitting Agency:**  
Registration & Elections**Staff Contact:**  
Brenda McCloud**Contact Phone:**  
404-612-7099**Description:** To provide temporary staffing to conduct Fulton County Elections**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .  
 Previous Adjustments: .  
 This Request: \$6,980,523.00  
 TOTAL: .

**MBE/FBE Participation:**

Amount: .      %: .  
 Amount: .      %: .  
 Amount: .      %: .  
 Amount: .      %: .

**Grant Information Summary:**

Amount Requested: .      ☐ Cash  
 Match Required: .      ☐ In-Kind  
 Start Date: .      ☐ Approval to Award  
 End Date: .      ☐ Apply & Accept  
 Match Account \$: .

**Funding Line 1:**  
100-265-2656**Funding Line 2:**  
100-265-2654**Funding Line 3:**  
100-265-2655**Funding Line 4:**  
100-265-2653**KEY CONTRACT TERMS****Start Date:**  
1/2/2020**End Date:**  
12/31/2020**Cost Adjustment:**  
.**Renewal/Extension Terms:**  
.**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Barron, Richard L.	Date: 10/16/2019
X	County Attorney:	Ringer, Cheryl	Date: 11/13/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/14/2019
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 10/18/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/14/2019



Nathan Deal  
Governor

G. Christopher Nunn  
Commissioner

This is a **MANDATORY CONTRACT** available for use by all State, City & County public entities within the State of Georgia.

The purpose of this contract is to realize the benefits of consolidated purchasing by offering a fixed not-to-exceed mark-up %, standardizing services levels, increasing the statewide vendor pool & allowing flexibility in the on-boarding process.

**Key benefits of the contract include:**

- Statewide savings increased over previous contract;
- Regional coverage (*with special consideration given to rural areas*);
- Efficiently manages employment compliance risks;
- Provides the fiscal benefit of “not-to-exceed” mark-up rates;
- Markups are below industry standard;
- Background checks & drug screening rates reduced at competitive rates;
- Flexibility to choose supplier, based on business needs and best value;
- Managed risks associated with the Affordable Care Act (ACA).

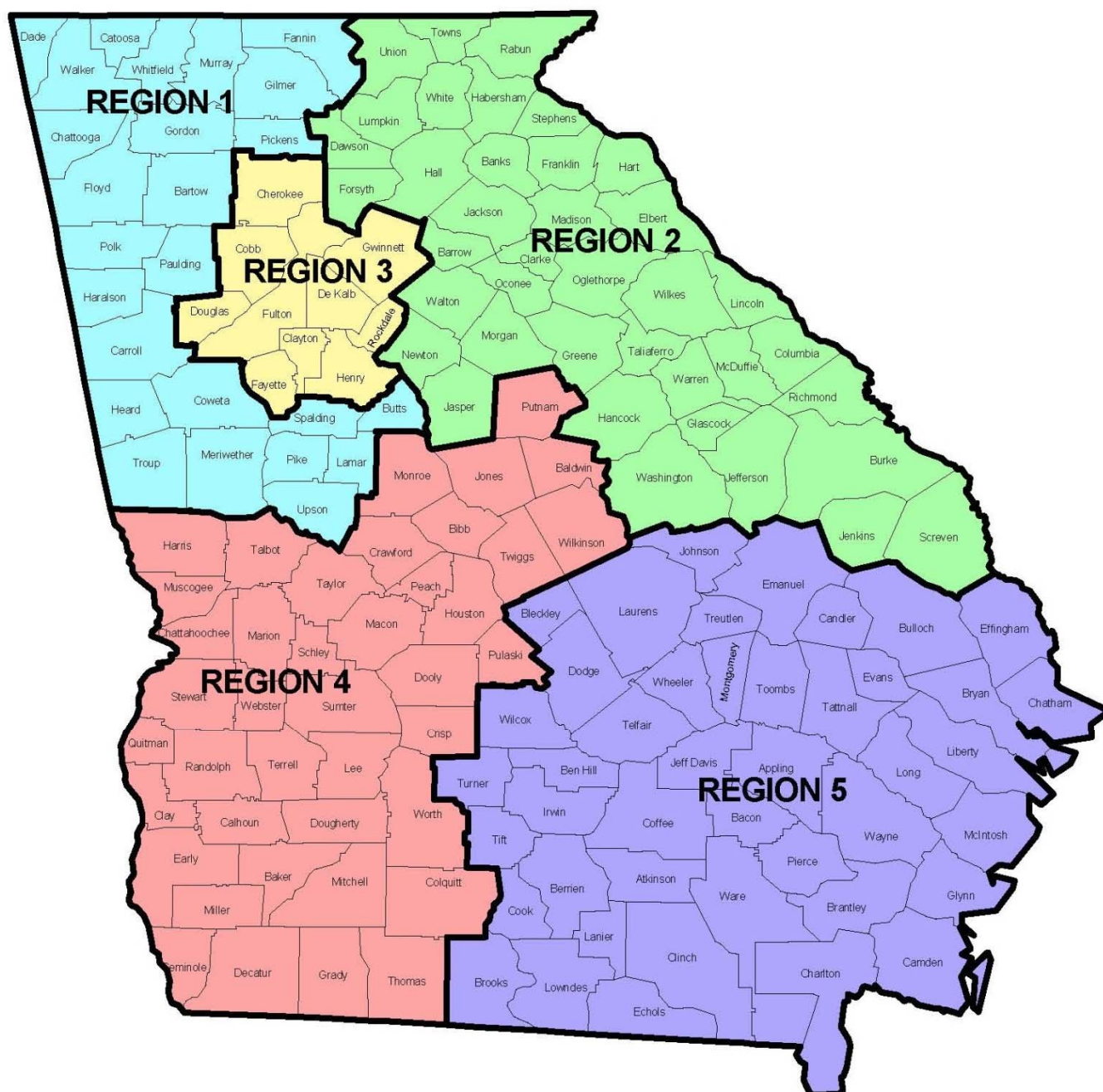
## Statewide Information Sheet

Statewide Contract Number		99999-SPD0000136-0003	NIGP Code	96269 (Please see additional NIGP Codes referenced)
Name of Contract	Temporary Staffing Services			
Effective Date	July 01, 2017	Expiration Date	June 30, 2020	
Contract Table of Contents				
Vendors Awarded	9	Contract Information	MANDATORY CONTRACT	
Contract Information for Vendor		Page Number		
<a href="#">Happy Faces Personnel Group, Inc.</a>		2		
<a href="#">Regional Map</a>		3-4		
<a href="#">Contract Renewals/Extensions/Changes</a>		5		
<a href="#">Contact Information</a>		6		

Contract Information	
<b>Statewide Contract Number</b>	99999-SPD0000136-0003
<b>PeopleSoft Vendor Number</b>	0000306386
<b>Vendor Name &amp; Address</b>	
Happy Faces Personnel Group, Inc. 4333 Lynburn Drive Tucker, GA 30084	
<b>Contract Administrator</b>	
Edwina Berry (Primary Contact) <a href="mailto:edwina@happyfaces.net">edwina@happyfaces.net</a> Telephone: 770-414-9071 Mobile: 770-815-7754 Fax: 770-414-9072 <a href="http://www.happyfaces.net/">http://www.happyfaces.net/</a>	Secondary Contact Lenard Hairston <a href="mailto:Lhairston@happyfaces.net">Lhairston@happyfaces.net</a> Telephone: 770-414-9071 Fax: 770-414-9072
<b>Contact Details</b>	
<b>Ordering Information</b>	E-mail, Fax or Phone to Contract Administrator or Local Representatives
<b>Remitting Information</b>	4333 Lynburn Drive Tucker, GA 30084
<b>Delivery Days</b>	N/A
<b>Discounts</b>	<a href="#">N/A</a>
<b>Payment Terms</b>	Net 30 Days
<b>Bid Offer includes</b>	State and Local Government
<b>Acceptable payment method</b>	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



## Regional Map - SWC Temporary Staffing Services - Administrative, Professional, Light Industrial & Healthcare





**Region 1: 25 Counties / 8,261 Square Miles** - Bartow (459.5), Butts (184.4), Carroll (499.1), Catoosa (162.2), Chattooga (313.3), Coweta (440.9), Dade(174.0), Fannin (389.7), Floyd (509.9), Gilmer (426.5), Gordon (355.8), Haralson (282.2), Heard (296.0), Lamar (183.5), Meriwether (501.2), Murray (344.5), Paulding (312.2), Pickens (232.1), Pike (216.1), Polk (310.3), Spalding (196.5), Troup (414.0), Upson (323.4), Walker (446.4), Whitfield (290.5)

**Region 2: 39 Counties / 14,005 Square Miles** - Banks (232.1), Barrow (160.3), Burke (827.0), Clarke (119.2), Columbia (290.1), Dawson (210.8), Elbert (351.1), Forsyth (224.0), Franklin (261.5), Glascock (143.7), Greene (387.4), Habersham (276.7), Hall (392.8), Hancock (471.8), Hart (232.4), Jackson (339.7), Jasper (368.2), Jefferson (526.5), Jenkins (347.3), Lincoln (210.4), Lumpkin (282.9), Madison (282.3), McDuffie (257.5), Morgan (347.4), Newton (272.2), Oconee (184.3), Oglethorpe (439.0), Rabun (370.0), Richmond (324.3), Screven (645.1), Stephens (179.1), Taliaferro (194.6), Towns (166.6), Union (321.9), Walton (325.7), Warren (284.3), Washington (678), White (241.3), Wilkes (447)

**Region 3: 10 Counties / 2,974 Square Miles** - Cherokee (421.7), Clayton (141.6), Cobb (339.6), DeKalb (267.6), Douglas (200.1), Fayette (194.3), Fulton (526.6), Gwinnett (430.4), Henry (322.1), Rockdale (129.8)

**Region 4: 41 Counties / 14,664 Square Miles** - Baker (341.9), Baldwin (257.8), Bibb (249.8), Calhoun (280.4), Chattahoochee (248.7), Clay (195.4), Colquitt (544.2), Crawford (324.9), Crisp (272.6), Decatur (597.1), Dooly (391.9), Dougherty (328.7), Early (512.6), Grady (454.5), Harris (463.9), Houston (375.5), Jones (393.9), Lee (355.8), Macon (400.6), Marion (366.0), Miller (282.4), Mitchell (512.1), Monroe (395.7), Muscogee (216.4), Peach (150.3), Pulaski (249.0), Putnam (344.6), Quitman (151.2), Randolph (428.2), Schley (166.9), Seminole (235.2), Stewart (458.7), Sumter (482.7), Talbot (391.4), Taylor (376.7), Terrell (335.4), Thomas (544.6), Twiggs (358.4), Webster (209.1), Wilkinson (447.3), Worth (570.7)

**Region 5: 44 Counties / 18,976 Square Miles** – Appling (507.1), Atkinson (339.4), Bacon (258.6), Ben Hill (250.1), Berrien (451.9), Bleckley (215.9), Brantley (442.4), Brooks (493.1), Bryan (436.0), Bulloch (672.8), Camden (613.0), Candler (243.0), Charlton (773.6), Chatham (426.4), Clinch (800.2), Coffee (575.1), Cook (227.2), Dodge (495.9), Echols (414.9), Effingham (447.7), Emanuel (680.6), Evans (182.9), Glynn (419.8), Irwin (354.3), Jeff Davis (330.7), Johnson (303.0), Lanier (185.3), Laurens (807.3), Liberty (489.8), Long (400.3), Lowndes (496.1), McIntosh (424.3), Montgomery (239.5), Pierce (316.5), Tattnall (479.4), Telfair (437.3), Tift (258.9), Toombs (364.0), Treutlen (199.4), Turner (285.4), Ware (892.5), Wayne (641.8), Wheeler (295.5), Wilcox (377.7)



**Changes/Renewals/Extensions**

**Initial Term**

Initial term of contract is July 1, 2017 to June 30, 2019 with three (3) one (1) year renewal options.

**Renewals**

Renewal #1 July 1, 2019 to June 30, 2020.



**\* See Team Georgia Marketplace (Click Open Summary) for current Contract Management Specialist contact information.**



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Registration and Elections

BID/RFP# NUMBER: 99999-001-SPD0000136-0003

BID/RFP# TITLE: Temporary Staffing – Clerical & Light Industrial

ORIGINAL APPROVAL DATE: November 4, 2015

RENEWAL PERIOD: FROM: January 1, 2020 THROUGH December 31, 2020

RENEWAL OPTION #: OF

NUMBER OF RENEWAL OPTIONS:

RENEWAL AMOUNT: \$ 6,680,523.00

COMPANY'S NAME: Happy Faces Personnel Group, Inc.

ADDRESS: 4333 Lynburn Drive

CITY: Tucker

STATE: Georgia

ZIP: 30084

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP#

(Person signing must have signature authority for the company/corporation)

NAME: \_\_\_\_\_ (Print)  
(CEO, President, Vice President)

VENDOR'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
NOTARY PUBLIC: \_\_\_\_\_

TITLE: \_\_\_\_\_ COUNTY: \_\_\_\_\_

SEAL (Affix) MY COMMISSION EXPIRES: \_\_\_\_\_

ATTEST:

FULTON COUNTY, GEORGIA

\_\_\_\_\_  
ROBERT L. PITTS, CHAIRMAN  
FULTON COUNTY BOARD OF COMMISSIONERS

DATE: \_\_\_\_\_

\_\_\_\_\_  
JESSE A. HARRIS  
FULTON COUTNY CLERK TO THE COMMISSION

DATE: \_\_\_\_\_

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED  
BID/RFP:

DEPARTMENT HEAD: RICHARD BARRON (Print)

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE 8.30.19

ITEM#: \_\_\_\_\_ RCS: \_\_\_\_\_  
RECESS MEETING

ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_  
REGULAR MEETING





### CONTRACT RENEWAL NO. 1

This amendment by and between the Supplier and State Entity defined below shall be effective as of the date this Amendment is fully executed. To the extent the contract requires the State Entity to issue a Notice of Award Amendment for purposes of exercising the renewal option, this written document shall serve as such Notice of Award Amendment.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services ("DOAS")
Supplier's Full Legal Name:	Happy Faces Personnel Group Inc
Contract No.:	99999-001-SPD0000136-0003
Solicitation No./Event ID:	99999-001-SPD0000136
Solicitation Title/Event Name:	Temporary Staffing Services
Contract Award Date:	07/01/2017
Current Contract Term:	07/1/2017 – 6/30/2019
Amendment No.:	3

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **CONTRACT RENEWAL.** The parties hereby agree that the contract will be renewed/extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	07/01/2019
End Date of New Contract Term:	06/30/2020


99999-001-SPD0000136-0003

The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to renew/extend the contract for an additional period of time.

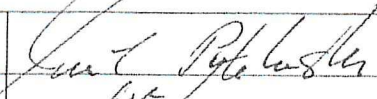
2. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

**CONTRACTOR**

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	HAPPY FACES PERSONNEL GROUP, INC.
Authorized Signature:	
Printed Name and Title of Person Signing:	MICHAEL HAIRSTON COO, DIRECTOR
Date:	06/12/2019
Company Address:	4333 LYNBURN DRIVE TUCKER, GA 30084

**STATE ENTITY**

Authorized Signature:	
Printed Name and Title of Person Signing:	Lisa Eason Deputy Commission – State Purchasing
Date:	07/09/2019
Company Address:	200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334-9010



## Contract Renewal Evaluation Form

<b>Date:</b>	August 30, 2019
<b>Department:</b>	REGISTRATION AND ELECTIONS
<b>Contract Number:</b>	SWC80781
<b>Contract Title:</b>	Temporary Staffing – Clerical & Light Industrial - Happy Faces Personnel Gp, Inc.

**Instructions:**

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

**1. Describe what efforts were made to reduce the scope and cost of this contract.**

The director and the managers evaluated and compared the number of positions for each division, assignments, and use of temporary staff in past elections to determine the most needed areas. In between elections, staff will be furloughed for at least two to three pay periods at a time throughout the election year. Overtime will only be approved when meeting deadlines, during early voting periods and two – three weeks before and after each election.

**2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:**

**We used statewide contract vendors.**

☐ **Internet search of pricing for same product or service:**

Date of search: [Click here to enter a date.](#)

Price found: [Click here to enter text.](#)

Different features / Conditions: [Click here to enter text.](#)

Percent difference between internet price and renewal price: [Click here to enter text.](#)

**Explanation / Notes:**

[Click here to enter text.](#)

☐ **Market Survey of other jurisdictions:**

Date contacted:	<a href="#">Click here to enter a date.</a>
Jurisdiction Name / Contact name:	<a href="#">Click here to enter text.</a>
Date of last purchase:	<a href="#">Click here to enter a date.</a>
Price paid:	<a href="#">Click here to enter text.</a>
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>
Are they aware of any new vendors?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
How does pricing compare to Fulton County's award contract?	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**[Click here to enter text.](#)☐ **Other (Describe in detail the analysis conducted and the outcome):**[Click here to enter text.](#)**3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?**\$3,609,103.00 in 2018 (Gubernatorial Election Year)\$4,785,420.00 in 2016 (Presidential Election Year)**4. Does the renewal option include an adjustment for inflation?**  
(Information can be obtained from CPI index)☐ **Yes**☒ **No****Was it part of the initial contract?**☐ **Yes**☐ **No**

Date of last purchase:	<a href="#">Click here to enter a date.</a>
Price paid:	<a href="#">Click here to enter text.</a>
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**[Click here to enter text.](#)

5. Is this a seasonal item or service? ☒ Yes ☐ No
6. Has an analysis been conducted to determine if this service can be performed in-house? ☒ Yes  
☐ No If yes, attach the analysis.
7. What would be the impact on your department if this contract was not approved?

If the renewal of contract with the current temporary agency was not approved, we would have to revert back to Fulton County's Human Resource recruitment process. During a major election cycle, such as the 2018 Gubernatorial Elections, we will need to hire over 250+ temporary/seasonal employees. It would be a process-driven and time-consuming effort for Human Resources, where the temporary agency would cut out the work by handling everything from recruitment, background checks, orientation, payroll, and other processes for our deadline-driven election calendar. And, most importantly, if approved, we would be able to hire full-time employees as opposed to employees working part-time (29 hours/week) through Fulton County, due to the Affordable Care Act. Those restrictions would force our department to double our temporary staff in shifts and could result in constant turnovers.

For the 2018 Gubernatorial Election cycle, we need committed, experienced full-time staff and approving the contract with Happy Faces Personnel Group, Inc., would help our department plan and work towards a successful conduct of the upcoming 2020 Presidential elections.

Brenda McCloud, Administrative Manager – R&E

August 30, 2019

Prepared by

Date

Richard Barron

August 30, 2019

Department Head

Date

<b>BOC Date:</b>	<b>11/20/2019</b>
<b>BOC#:</b>	<b>19-0962</b>
<b>Department:</b>	<b>Board of Registration &amp; Elections</b>
<b>Contract Description:</b>	<b>Temporary Staffing-Clerical &amp; Light Industrial</b>
<b>ITB/RFP#:</b>	<b>99999-001-SPD0000136-0003</b>
<b>Contract Value:</b>	<b>\$6,980,523.00</b>
<b>Prime Vendor:</b>	<b>Happy Faces Personnel Group, Inc.</b>
<b>Prime Status:</b>	<b>African American Female Business Enterprise – Non Certified</b>
<b>Location:</b>	<b>Tucker, Georgia</b>
<b>County:</b>	<b>DeKalb County</b>
<b>Prime Value:</b>	<b>\$6,980,523.00 or 100.00%</b>
<b>Total Contract Value:</b>	<b>\$6,980,523.00 or 100.00%</b>
<b>Total MBE Value:</b>	<b>\$6,980,523.00 or 100.00%</b>
<b>MBE Percentage:</b>	<b>00.00%</b>
<b>FBE Percentage:</b>	<b>100.00%</b>