

**CITY OF OAKLAND
REQUEST FOR PROPOSAL (RFP) for TEMPORARY EMPLOYMENT
SERVICES**

Contract Term: Three years

Services Required: The City of Oakland is soliciting proposals from qualified Temporary Services Agencies interested in providing professional temporary services for various clerical, technical, including IT and professional, including legal and nursing services throughout the City for a three-year period, with options to extend for up to two additional one-year periods. The proposals shall describe how respondents' expertise, experience, qualifications, and management will guarantee the most responsive service.

Pre-Proposal Meeting: Friday, September 12, 2008 at 9:00 a.m. in Classroom 1 located on the 2nd floor of the Lionel Wilson Building, 150 Frank Ogawa Plaza, Oakland, CA 94612.

Proposals Due: Four (4) copies of the proposal **must be received by Friday, September 26, 2008 at 2:00 p.m.** Proposals should be addressed to the attention of **D. Jacquelyn Edwards, Principal HR Analyst c/o Contract Administration, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, California 94612.**

Contract Compliance Officer:	Sophany Hang	510-238-3970
Project Manager:	D. Jacquelyn Edwards	510-238-6469
Contract Administration:	Nedra Wells	510-238-7524

Requests for Proposal are available for pick-up on Monday, September 8 through Thursday, September 25th from 8:30 a.m. to 4:30 p.m. at the Department of Contracting and Purchasing, Contract Administration Office, located in the Dalziel Building, 250 Frank Ogawa Plaza, Suite 3341, Oakland, CA 94612. The fee for each RFP is \$10, or \$19.05 if mailed. Please make check payable to the City of Oakland.

The Contractor shall be required to comply with the following City programs. The details of these and other City programs are presented in the project documents.

- Local and Small Local for Profit and Not for Profit Business Enterprise Program
- Equal Benefits Ordinance
- Nuclear Free Zone
- Campaign Contribution
- Living Wage Ordinance
- Prompt Payment Ordinance

LaTonda Simmons
City Clerk and
Clerk of the Council
(September 10, 2008)