



## Staff Summary Report

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**Council Meeting Date:** 07-22-2008

**Agenda Item Number:** \_\_\_\_\_

**SUBJECT:** Request to award a three-year contract with two, one-year renewal options to Devau Human Resources for temporary sports personnel.

**DOCUMENT NAME:** 20080722fslg27     **PURCHASES (1004-01)**

**SUPPORTING DOCS:** Yes

**COMMENTS:** (RFP #08-115) Total cost for this contract shall not exceed \$300,000 during the initial contract period.

**PREPARED BY:** Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

**REVIEWED BY:** Michael Greene, CPPB, Central Services Administrator, 480-350-8516  
Mark Richwine, Parks and Recreation Manager, 480-350-5325

**LEGAL REVIEW AS  
TO CONTRACT FORM**

**ONLY:** N/A

**FISCAL NOTE:** Sufficient funds have been appropriated in 2528-6672.

**RECOMMENDATION:** Award the contract.

**ADDITIONAL INFO:** Request for Proposal #08-115 was issued to establish a contract for temporary sports personnel used by the Parks and Recreation Department. Three proposals were received. An evaluation committee comprised of Parks and Recreation and Procurement staff reviewed the responses. Staff recommends awarding a contract to Devau Human Resources.

This contractor provides temporary employees for sports officials positions in the Parks and Recreation youth and adult sports programs.



Phoenix Chamber Member  
ASBA \*NAPEO\* NFIB  
Tempe Chamber Member

*"Solutions for Success"*

May 27, 2008

City Procurement Office  
City of Tempe  
20 E. Sixth Street  
Tempe, AZ 85280

Procurement Office:

Devau Human Resources is pleased to respond to your Request for Proposal to provide Temporary Sports Personnel Services.

We feel we have demonstrated over the past almost 10 years that we provide a superior quality service, and that we have developed a relationship with the staff of the City of Tempe that assures an effective and smooth continuation of this service.

We will also extend this pricing to any other department within the City of Tempe that may wish to utilize the temporary services of Devau Human Resources.

If you have any questions or would like to inquire further about our services, please feel free to contact us at 602-314-4417.

Sincerely,

A handwritten signature in cursive script that reads 'Terry Wilkey'.

Terry Wilkey  
President

(602)314-4417 • Fax (602)314-5033  
301 E. Bethany Home Rd. Suite C-180 • Phoenix, AZ 85012

## Vendor's Proposal Offer

It is REQUIRED that Proposal Offeror COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Proposal Offer", late proposal response and/or a materially incomplete response will be considered non-responsive and rejected.

Proposal offeror is to type or legibly write in ink all information required below.

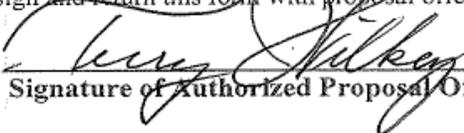
Proposal Offeror's Company Name	Devau Human Resources	
Company Mailing Address	301 E. Bethany Home Road, Suite C-180 Phoenix, AZ 85012	
Company Street Address	Same	
Proposal Offeror Contact	Terry Wilkey	Title President
Contact's Phone No.	602-314-4417	E-mail Address devauhr@hotmail.com
<b>Proposal Offeror's Company Tax Information:</b>		
Arizona Transaction Privilege (Sales) Tax No.	N/A	or
Arizona Use Tax No.	N/A	
Federal I.D. No.	86-0510020	
City & State Where Sales Tax is Paid	N/A	

### THIS PROPOSAL IS OFFERED BY

Authorized Proposal Offeror (Type or Print in ink) Terry Wilkey-Devau HR  
Proposal Offeror's Title (Type of Print in ink) President  
Date 05/27/2008

### REQUIRED SIGNATURE OF AUTHORIZED PROPOSAL OFFEROR (Must Sign in Ink)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other offeror or potential offeror. Failure to sign and return this form with proposal offer will result in a non-responsive proposal.

  
Signature of Authorized Proposal Offeror

5/27/08  
Date

Form 201-B (RFP)  
(H:/RFP 3-2002)

## Addendum to Solicitation



City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/purchasing

This addendum will modify and/or clarify:

Solicitation No.: | 08-115

and is

Addendum No. | 1

Procurement Description: | Temporary Sports Personnel

Changes should be made as follows:

Delete: Pages 18 and 19 – Proposal Questionnaire

Add: Revised Proposal Questionnaire attached to this addendum as Exhibit A

Delete: Page 20, Last Line, "Sample reports have been included."

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

DEVALU HUMAN RESOURCES  
NAME OF COMPANY

301 E. BETHANY HOME, STE C-180  
ADDRESS (or PO Box)

PHOENIX AZ 85012  
CITY STATE ZIP

TERRY WILKEY - President  
BY NAME (please print) TITLE

602-314-4417  
TELEPHONE

Terry Wilkey  
AUTHORIZED SIGNATURE

## Exhibit A

### Proposal Questionnaire

Please complete this Proposal Questionnaire which will be used during the evaluation process. Respond to the questions in an orderly fashion with complete and detailed answers. Additional pages may be used. The bold headings coincide with the evaluation criteria on page 21.

#### Technical Capability

1. List the key personnel who will be assigned to this contract if selected for award by the City. Provide copies of their resumes.

Terry Wilkey-President

Layne Lutey-Vice President

Nancy Jackson-Payroll Supervisor

Devin Wilkey-Payroll

Anastasia Blackmer-Payroll

Lesley Jackson-Benefits

2. Describe your firm's qualifications to provide the work required of this RFP

Devau Human Resources has been serving the valley for 24 years now, since 1984, and is one of the most experienced temporary services in Arizona. Devau has been servicing the City of Tempe since 1998, providing payroll for Parks and Recreation with whom we have established a good working relationship. Devau Human Resources has also been working for many years with the City of Chandler, City of Phoenix, and the Town of Gilbert, providing the same kinds of services as with the City of Tempe.

3. Provide names, contacts and telephone numbers of three (3) organizations for whom you have provided similar services within the last three (3) years.

Company Name: City of Chandler

Address: Mail Stop 401, P.O. Box 4008 Chandler AZ 85244

Description of services performed (incl. Date): Temporary Personnel Services

Contact & Phone Number: Glenda Shackelford. Procurement. 480-782-2400

Company Name: City of Phoenix

Address: 111 N. Third Street. Phoenix. AZ 85004

Description of services performed (incl. Date): Temporary Personnel Services

Contact & Phone Number: Tom LaVelle. 602-495-5307

**Exhibit A**

Company Name: Gilbert Community Services-Town of Gilbert

Address: 90 East Civic Center Drive. Gilbert AZ 85296

Description of services performed (incl. Date): Temporary Sports Personnel

Contact & Phone Number: Tammy Cunningham 480-503-6284

4. Provide name of insurance carriers that provide coverage for your company.

General/Contractual Liability: CTK Insurance

Workers Compensation: SCF of AZ

**Financial Stability**

5. Provide your firm's most recent annual financial report, annual corporate financial report or other evidence of financial stability.

**Location of Local Office**

6. Local business address: 301 E. Bethany Home Road, Ste. C-180 Phoenix, AZ 85012

Contract Representative: Terry Wilkey Phone number: 602-314-4417  
602-451-5900

**Overall Response to the RFP**

7. Do you accept all of the City's Terms and Conditions?

Yes X No \_\_\_\_\_

If No, please explain any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Resumes of Staff

### **Terry Wilkey B.A., M.A.**

Terry founded Devau Human Resources in 1984, and has been president of the company for the 24 years of its existence. He has nearly 30 years of experience in the human resources and payroll fields. Devau Human Resources has grown from its inception to over \$9,000,000 per year in sales.

All clients are overseen by Terry and his approach to customer service is very hands-on.

He will continue to oversee the City of Tempe account as he has for the last nearly 10 years.

### **Layne Lutey, B.A., M.A.**

Layne has been with Devau Human Resources for 20 years and serves as vice-president of the company. Layne is versed in all phases of the business and has worked with the City of Tempe and a number of other municipalities in the Valley, including Phoenix, Chandler, and Gilbert.

### **Devin Wilkey, B.A.**

Devin has worked with Devau for about 10 years in customer service, payroll and benefits, and all the functions of the business.

### **Lesley Jackson, B.S.**

Lesley has been with Devau Human Resources for seven years and serves as Benefit Administrator. Over the years she has done payroll and all areas of reporting for the company.

### **Nancy Jackson**

Nancy was in the banking industry for 25 years and has extensive customer service experience. As payroll supervisor for Devau, Nancy oversees all payroll functions and the timely dissemination of paychecks to all employees.

### **Anastasia Blackmer**

Anastasia worked in accounting for Chase Bank for 8 years before joining Devau Human Resources in the payroll and accounting department.

Anastasia is responsible for producing the City of Tempe temporary sports personnel payroll, as well as all reporting and invoicing for Tempe and the other municipalities served by Devau.

Company Name: Devau HR

**PRICE SHEET**

Provide your firm's proposed administrative fee for the positions listed below. The administrative fee may be proposed as a flat fee per game or as a percentage of the game rate/contest rate determined by the City.

**Adult Sports:**

<u>Type of Sport</u>	<u>Rate</u>	<u>Frequency</u>	<u>Proposer's Administrative Fee</u>
Softball	\$14.00 - \$16.00 per game	4 games per night	<u>19.9%</u>
Baseball	\$45.00 per game	2 games per night	<u>19.9%</u>
Soccer	\$45.00 per game	2 games per night	<u>19.9%</u>
Basketball	\$20.00 per game	4 games per night	<u>19.9%</u>
Flag Football	\$20.00 per game	4 games per night	<u>19.9%</u>

**Youth Sports:**

<u>Type of Sport</u>	<u>Rate</u>	<u>Frequency</u>	<u>Proposer's Administrative Fee</u>
ACAC (Volleyball, Flag Football, Basketball)	\$15.00 per game	2 games per day	<u>19.9%</u>
ACAC (Softball)	\$22.50 per game	1 game per day	<u>19.9%</u>
Girl's Fast Pitch	\$30.00 - \$35.00 per game	2 games per night	<u>19.9%</u>
Baseball	\$30.00 per game	1 game per night	<u>19.9%</u>
Flag Football	\$15.00 per game	2 games per night	<u>19.9%</u>

\* Applicable Tax 0 %

\* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.

Less prompt payments discount terms of 0 % \_\_\_ days/ or Net 30 days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than 30 days from receipt of statement.

## Devau Human Resources

### Key Personnel

All of the key personnel have been with Devau Human Resources ranging from 3 years to almost 25 years. Most of the staff has worked with the City of Tempe for the entire contract that is now being completed.

These individuals will continue to be assigned to the City of Tempe Contract and will not be removed or replaced without written notice to the City

**Devau Human Resources**

**Payrolling of Temporary Employee Sports Officials:**

All paychecks will be paid **on time** to all employees, as scheduled by The City of Tempe. In nearly 25 years, Devau Human Resources has **never** been late for a payroll.

As we have done for the past almost ten (10) years, emergency or last minute checks can be provided anytime during the workweek whenever needed.

### Three-Year Price Guarantee

Devau Human Resources will guarantee that there will be no price increase for the 2 renewal years. The price quoted of 19.9% for the Payroll Rate % of Mark-Up will hold firm for all 3 years.

**Devau Human Resources - Accounting**  
**Profit & Loss**  
 April 2007 through February 2008

	<u>Apr '07 - Feb 08</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3500 · Sales	7,890,548.73
3600 · Benefits	246,011.83
<b>Total Income</b>	<u>8,136,560.56</u>
<b>Cost of Goods Sold</b>	
4000 · Labor Expense	
4008 · Commision	85,217.90
4030 · Miscellaneous Pay	5,842.44
4150 · Reimbursable Expense	724.44
4160 · Per Diem	7,039.41
4165 · TF Trust Fund/Union	2,618.31
4170 · Travel	30,855.34
4201 · Labor	6,444,536.08
4202 · Labor Overtime	192,994.23
4203 · Labor Double Time	29,538.94
<b>Total 4000 · Labor Expense</b>	<u>6,798,967.09</u>
4210 · Payroll Taxes	
4211 · FICA & Medicare Expense	502,635.91
4212 · FUTA Expense	130,956.82
4213 · SUTA Expense	65,401.94
4310 · Work Comp Expense	97,955.65
4210 · Payroll Taxes - Other	2,809.92
<b>Total 4210 · Payroll Taxes</b>	<u>799,760.24</u>
4220 · Benefits Expense	
4230 · Health Insurance	52,691.13
4235 · Dental Insurance	3,662.65
4250 · Cafeteria 125 Plan Expense	12,647.19
4260 · 401K Expense	104,757.41
4276 · Miscellaneous Employee Expenses	-10,176.97
4290 · Benefits Deducted	-61,696.13
<b>Total 4220 · Benefits Expense</b>	<u>101,885.28</u>
4530 · Drug Testing	608.09
<b>Total COGS</b>	<u>7,701,220.70</u>
<b>Gross Profit</b>	435,339.86
<b>Expense</b>	
6010 · Salaries & Wages	81,235.81
6020 · Salaries - Officers	95,381.36
6027 · Contract Labor	5,793.50
6030 · Advertising	3,742.80
6110 · Automobile Expense	27,456.17
6120 · Bank Service Charges	2,699.81
6140 · Contributions	388.30
6150 · Depreciation Expense	13,925.17
6160 · Dues and Subscriptions	1,696.88
6170 · Equipment Rental	2,047.96
6180 · Insurance	
6185 · Liability Insurance	5,837.32
6186 · Officer Health Insurance	5,913.42
6190 · Group Health Insurance	8,730.72
6365 · Auto Insurance	4,258.40
<b>Total 6180 · Insurance</b>	<u>24,739.86</u>
6210 · Finance Charge	2,099.87
6230 · Licenses and Fees	45.00
6240 · Miscellaneous	3,717.74
6250 · Postage and Delivery	7,442.81
6260 · Printing and Reproduction	7,025.37

11:50 AM

05/23/08

Accrual Basis

**Devau Human Resources - Accounting**  
**Profit & Loss**  
April 2007 through February 2008

	<u>Apr '07 - Feb 08</u>
6270 · Professional Fees	
6280 · Legal Fees	225.00
6650 · Accounting	12,887.92
6270 · Professional Fees - Other	3,228.00
<b>Total 6270 · Professional Fees</b>	<u>16,340.92</u>
6290 · Rent	29,341.54
6300 · Repairs	
6320 · Computer Repairs	7,044.07
6330 · Equipment Repairs	3,897.75
6750 · Janitorial Exp	8,359.89
6300 · Repairs - Other	4,672.16
<b>Total 6300 · Repairs</b>	<u>23,973.87</u>
6340 · Telephone	7,543.90
6350 · Travel & Ent	
6360 · Entertainment	46.75
<b>Total 6350 · Travel &amp; Ent</b>	<u>46.75</u>
6390 · Utilities	
6410 · Water	1,198.68
<b>Total 6390 · Utilities</b>	<u>1,198.68</u>
6398 · Office Expense- Furniture	7,100.13
6550 · Office Supplies	9,066.56
6630 · Professional Development	10,069.51
6670 · Employee Welfare	24,939.97
6820 · Taxes	
6859 · Tax Penalties	162.96
6820 · Taxes - Other	-300.93
<b>Total 6820 · Taxes</b>	<u>-137.97</u>
<b>Total Expense</b>	<u>408,922.27</u>
<b>Net Ordinary Income</b>	26,417.59
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7030 · Other Income	4,823.12
<b>Total Other Income</b>	<u>4,823.12</u>
<b>Other Expense</b>	
8010 · Other Expenses	110.00
8020 · Officer Life Insurance	594.21
8200 · Interest Expense	15,245.39
<b>Total Other Expense</b>	<u>15,949.60</u>
<b>Net Other Income</b>	<u>-11,126.48</u>
<b>Net Income</b>	<u><u>15,291.11</u></u>

DEVAU HUMAN RESOURCES  
301 East Bethany Home Rd. Ste.C-180  
Phoenix, AZ 85012

June 30, 2008

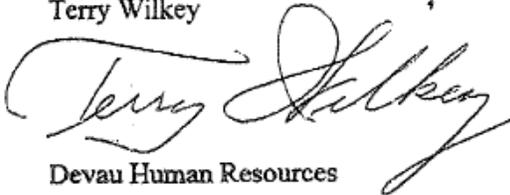
Lisa Goodman, CPPB  
City of Tempe  
P.O. Box 5002  
20 East 5<sup>th</sup> Street  
Tempe, AZ 85280

Subject: Best and Final Offer to RFP #08-115 for Temporary Sports Personnel

Devau Human Resources would like to give a best and final offer of 18.9% Mark-up over the pay rate. This 18.9 % offer is a downward adjustment from the previously proposed offer of 19.9 %, as offered in the proposal.

If there are any questions regarding this, please feel free to call me at 602-314-4417 or 602-451-5900 (cell).

Terry Wilkey



Devau Human Resources