

Purchase Request #7
Regular Board Meeting November 7, 2022
Consideration of Approval to Contract for Internship Staffing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for internship staffing services with LZ Technology Inc. (LZ) for the continuing and professional development (CPD) division.

BACKGROUND

CPD engages LZ to support the “Get a Glimpse” and “Pathways” Professional Learning Experience program. LZ will work with CPD to identify, screen, and present viable student candidates into internship positions as well as provide the hiring, recruitment, and job placement of eligible student candidates. LZ will provide candidates to meet the needs of the aerospace clients where they may be placed. Interns will work onsite with aerospace company sponsors to support NASA Johnson Space Center projects.

Request for proposals #23-03 was issued on September 14, 2022, to procure internship staffing services, that complies with competitive procurement requirements in Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from CPD who determined the proposal submitted by LZ will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this contract will retain LZ as a subcontractor to the College and allow the College to be considered as a subcontractor to firms bidding on upcoming NASA contracts. Individuals hired through LZ will be placed as paid interns along-side aerospace project managers, engineers, and staff members on NASA contracts related to the International Space Station and space travel projects. Students selected for the program will be registered in workplace readiness and external learning courses offered through CPD as well as gain practical experience through the internships.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Future expenditures will be funded from the CPD 2023-2024 operating budget and subsequent year budgets. The cost associated with this contract will be funded by revenue generated from the aerospace companies who contract with the College to provide CPD student interns. There will be no expenditures under this contract until October 1, 2023. Once the contract commences, the annual expenditure will range between two to four million dollars annually, dependent upon the number of student interns placed.

MONITORING AND REPORTING TIMELINE

The current contract with this supplier expires September 30, 2023, and the new three-year award term will commence on October 1, 2023, with renewal options of two one-year terms.

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ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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RFP 23-03 INTERNSHIP STAFFING SERVICES FOR CPD GET-A-GLIMPSE PROGRAM

Attachment 1 - Tabulation

Supplier Name	Maximum Points	Atrium Staffing	ExecuTeam Staffing LP	Laine Federal Solutions	LZ Technology, Inc
Qualifications and Experience of Firm and Personnel	25	8.33	15.83	16.67	23.33
Attachment A - Years of Experience / History	10	0.00	6.00	0.00	10.00
Project Understanding, Approach, and Management	25	10.83	15.00	17.08	23.33
References	10	4.67	0.00	3.00	9.33
Price Proposal	30	18.48	24.53	23.32	22.16
Total Points	100	42.31	61.36	60.07	88.15

FINAL RANKING

#	Vendoor	Final Score (Max 100)
1	LZ Technology	88.15
2	ExecuTeam Staffing LP	61.36
3	Laine Federal Solutions	60.07
4	Atrium Staffing	42.31