



Request for Proposals (RFP): Strategic Staffing Agency Partnerships for MAAC Contingent Workforce Support

Introduction

MAAC is seeking proposals from qualified local and national staffing agencies with existing talent pool in San Diego County to establish strategic partnerships for the provision of temporary and temp-to-hire placements across a range of job categories in multiple programs and operational areas, including corporate functions.

This Request for Proposal (RFP) is designed to identify agencies that can support MAAC's workforce needs with speed, quality, compliance, and consistency.

Through this RFP process, MAAC seeks to establish partnerships with agencies that offer not only strong talent pipelines, but also transparency in pricing, responsive communication, and a proven ability to deliver contingent workforce solutions in a timely and cost-effective manner.

Proposal Requirements

- I. **Overview:** A brief description of your background, expertise, and experience in conducting pay equity reviews, total compensation studies, and benchmarking.
- II. **Timeline:** A detailed timeline outlining the key milestones and deliverables for the project, including the expected duration of each phase. Project completion must occur no later than August 31, 2026.
- III. **Team Members:** Bios of the team members who will be involved in the project, highlighting their relevant experience and qualifications.
- IV. **Bill Rate Structure and Pricing Transparency**
Expectation: MAAC requires full pricing transparency. Vendors must disclose all cost components contributing to the hourly bill rate. Hidden fees or post-award adjustments will not be accepted.
 - Vendors to clearly outline their pay and bill rate structure for all proposed job categories. (Ex: Pay rate + Statutory burden + Mark-up percentage for straight time, overtime, and double time / holiday rate calculations)
 - Any differential rates (Ex: night differential, weekend work, short term assignments)
 - Conversion fee schedule (based on hours worked) for temp-to-hire and flat fee / percentage of annual salary, plus guarantees for direct placements (per job category if applicable)
 - Any additional administrative or service fees associated with the use of vendor systems for payroll processing, timekeeping, timecard management, and / or billing
- V. **Job Categories and Rate Cards**
Expectation: Vendors must provide rate cards aligned to the following job categories:



- Office / Administrative (Ex: Administrative Assistants, Receptionists, Data Entry Clerks, etc.)
- Light Industrial (Ex: Warehouse Associates, Maintenance, Drivers, Facilities, etc.)
- Accounting and Finance (Ex: AP, AR, Payroll, etc.)
- Professional (Ex: HR, Program Manager, Specialized or Grant-funded roles)

VI. Sourcing Model

- Sourcing strategies
- Screening and vetting process
- Available skills assessment(s) if applicable

VII. Compliance

- Compliance with all California labor laws
- Background check and drug screening capabilities
- Liability insurance
- I-9
- e-Verify (if applicable)

VIII. Service Level Agreements (SLAs) and Account Management

Expectation: Vendors are expected to submit qualified candidates within 48 - 72 hours for standard roles and communicate proactively with Recruitment as the primary point-of-contact regarding submissions and overall account management.

- Turnaround time for candidate submissions
- Average time-to-fill by role category
- Submittal-to-interview ratio
- Interview-to-hire ratio
- Retention rate
- Assignment completion rate
- Candidate conversion rate data (for temp-to-hire)
- Communication and responsiveness (acknowledge new requisitions and MAAC inquiries within one business day)
- Provide weekly status updates on open requisitions via email or during scheduled service calls (if agreed upon), including pipeline activities and potential challenges.
- Dedicated account management
 - One (1) dedicated account manager who is responsible for overall relationship management, performance oversight, and issue resolution.
 - Minimum of one (1) dedicated recruiter with support from additional team members for candidate sourcing and delivery.
 - Define escalation procedures
- Electronic billing and invoicing expectations
 - Submit accurate and itemized invoices on a weekly or bi-weekly basis (no later than 5 to 7 business days following the close of the billing period)
- All assigned agency candidates must complete the required MAAC background check, Live Scan, drug screening, and verification of employment eligibility prior to starting



an onsite assignment. This includes any additional clearance(s) required based on programmatic needs.

IX. Reporting

- Vendors to specify ATS or workforce management tools used
- Reporting dashboards or data access
- QBRs – Provide data required under SLA for MAAC and broken down by department or program

X. Relevant Experience and References

- At least two client references who can speak to your work
- Examples of similar partnerships in San Diego, particularly those within our industry or similar organizations.

Scope of Work

The selected vendor(s) will provide temporary and temp-to-hire contingent staffing services to support MAAC's operational and programmatic workforce needs. Services may be requested on an as-needed basis across multiple departments and locations, which could include offsite / participant-facing roles.

I. Recruitment and Candidate Sourcing

- Source, recruit, screen, and present qualified candidates for assigned positions
- Maintain active candidate pipelines for high-volume, hard-to-fill, and frequently recruited positions
- Verify candidate qualifications, work history, and experience prior to submission (resume review, in-depth interview with agency recruiter, reference as needed)

II. Screening

- Conduct initial candidate screenings and interviews
- Administer skills assessment(s) as applicable or agreed upon by MAAC and the vendor
- Conduct background checks, reference checks, Live Scan, drug screenings (see SLAs). All selected agency candidates referred to MAAC must clear required screenings prior to starting an assignment.
- Ensure all candidates are legally authorized to work in the US

III. Workforce Management

- Manage onboarding, orientation, and payroll administration for temporary and temp-to-hire employees
- Manage all mandatory employer-paid costs or statutory burden, legally required benefits, leaves, or any other employer contributions mandated by federal, state, or local laws.
- Track agency employee attendance, assignment status, coaching (as needed), assignment completion



Evaluation Criteria

- Relevant experience and qualifications of the staffing agency - 20 Points
- Quality and relevance of past work - 20 Points
- Cost-effectiveness and value - 20 Points
- Client references and past project success - 20 Points
- Ability to provide qualified candidates efficiently while maintaining high standards of screening and compliance with local, state, and federal laws -20 Points

Submission Instructions

- Publication Date: June 4th, 2026
- Proposed Questions Deadline: June 15th, 2026
- Proposed Answers Deadline: June 19th, 2026
- Proposed Proposal Submission Deadline: June 26th, 2026 via email addressed to Laura Camou, Procurement Manager, MAAC (lcamou@maacproject.org)
- Proposed Selection Deadline: July 24th, 2026
- Proposed Target Start Date: August 3rd, 2026

Questions and Clarifications

Any questions regarding this RFP should be directed to Laura Camou, Procurement Manager, at lcamou@maacproject.org

Terms and Conditions

All proposals satisfying the requirements of this RFP will be evaluated to establish which of the providers best fulfills the needs of MAAC and this project. This RFP in no way commits MAAC to award a contract, to pay any costs in preparation of a proposal, or to contract for the goods and / or services offered. MAAC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified providers or to cancel this RFP. After awarding the contract, the schedule will include a period of collaboration between MAAC and the selected Consultant to better define, elaborate upon, and finalize the Scope of Work.