



# WASHOE COUNTY

Integrity Communication Service  
www.washoecounty.gov

## STAFF REPORT

BOARD MEETING DATE: *March 8, 2022*

**DATE:** February 17, 2022

**TO:** Board of County Commissioners

**FROM:** Deanna Spikula, Registrar of Voters  
(775) 328-3674, [dspikula@washoecounty.gov](mailto:dspikula@washoecounty.gov)

**THROUGH:** Eric P. Brown, County Manager and  
Mark Stewart, Purchasing and Contracts Manager,  
775-328-2281, [mstewart@washoecounty.gov](mailto:mstewart@washoecounty.gov)

**SUBJECT:** Recommendation to Award Request for Proposal (RFP) No. 3162-22 for the Registrar of Voter's Temporary Employment Services for the 2022 elections to two (2) responsive and responsible bidders, My Next Career Path Staffing, LLC. And A&A Associates, in a total amount not to exceed [\$322,000.00; \$161,000.00 for the FY22 Primary Election and \$161,000.00 for the FY23 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts) FOR POSSIBLE ACTION

---

### SUMMARY

Each election cycle the Registrar of Voter's office hires temporary staff to assist with the increased workload for the operations of voter registration and election administration in an election year. Temporary agency services provide staffing for election-specific positions which include front office and customer support, voter registration and list maintenance, poll worker recruitment and training, mail-in ballot process and support as well as various other election related duties as assigned. Approval is recommended to authorize awarding RFP No. 3162-22 to My Next Career Path Staffing, LLC. and A&A Associates, in a total amount not to exceed [\$322,000; \$161,000 for the FY22 Primary Election and \$161,000 for the FY23 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract.

**Washoe County Strategic Objective supported by this item:** Fiscal Sustainability – Efficient Delivery of Regional Services

### PREVIOUS ACTION

No previous actions.

AGENDA ITEM # \_\_\_\_\_

## **BACKGROUND**

On November 1, 2021, the Washoe County Purchasing Division released Request for Proposal No. 3162-22, Registrar of Voter's Temporary Employment Services. Two (2) respondent proposals were received from My Next Career Path Staffing, LLC and A&A Associates. The Proposal was opened in the offices of the Washoe County Comptroller Department on November 19, 2021, and subsequently evaluated by a panel of subject matter experts.

Upon the completion of the evaluation, both temporary employment agencies that submitted proposals were deemed responsive and responsible respondents and a Notice of Recommendation and Intent to Award RFP No. 3162-22 was issued on December 22, 2021.

## **FISCAL IMPACT**

Should the Board approve this award, the use of General Fund Contingency funds and the associated budget amendment approved on the January 25, 2022 Board meeting allows for sufficient FY22 budget authority to cover the proposed cost bid [\$161,000] within the Registrar of Voters (112) Elections Administrator (C112210) Contracted Temporary Services (710110).

FY23 budget will require an above base request approval. FY23 Registrar of Voters (112) Elections Administrator (C112210) Contracted Temporary Services (710110) has partial authority [\$214,000]; an above base request has been submitted for the remaining.

## **RECOMMENDATION**

Recommendation to Award Request for Proposal (RFP) No. 3162-22 for the Registrar of Voter's Temporary Employment Services for the 2022 elections to two (2) responsive and responsible bidders, My Next Career Path Staffing, LLC. and A&A Associates, in a total amount not to exceed [\$322,000; \$161,000 for the FY22 Primary Election and \$161,000 for the FY23 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract.

## **POSSIBLE MOTION**

Should the Board agree with the staff's recommendation, a possible motion could be:

*“Move to approve the Recommendation to Award Request for Proposal (RFP) No. 3162-22 for the Registrar of Voter's Temporary Employment Services for the 2022 elections to two (2) responsive and responsible bidders, My Next Career Path Staffing, LLC. and A&A Associates, in a total amount not to exceed [\$322,000; \$161,000 for the FY22 Primary Election and \$161,000 for the FY23 General Election], and if approved, authorize the Purchasing and Contracts Manager to execute the contract.”*