



Temp Agency Procurement

The Organization

Cornerstone Community Action Agency is a nonprofit organization established in 1965 which serves the economically and socially disadvantaged persons in Central Texas consisting of Brown, Callahan, and Coleman, Comanche, Eastland, McCulloch, and Runnels counties.

The Organization provides services to stimulate a better focusing of all available local, state, federal and private resources upon the goal of enabling low-income families and individuals to attain the skills, knowledge, motivations and to secure the opportunities needed for them to become more fully self-sufficient.

The Purpose of the Contract

From time to time, the federal and/or state legislatures vote to expend additional funds for certain purposes. Sometimes, the amount of the funding requires additional staffing to properly expend the funds. Cornerstone Community Action Agency is anticipating additional funding which requires such staffing.

Proposing Applicants

Those who wish to apply by submitting a qualified proposal must be able to provide staffing to Cornerstone Community Action Agency in a professional and timely manner at a cost that is reasonable, allowable, and allocable according to state and federal regulations.

The staffing is expected to be within our 7 county service area. It is reasonable to use staffing agencies which are local and can hire local personnel with the least amount of commuting. There are two staffing agencies in the area; all have been contacted and have indicated their interest in submitting a proposal.

Timeline

Proposals sent to interested applicants	May 11, 2026
Question period ends	May 25, 2026
Proposals due	June 1, 2026
Contracts awarded (for 12 months)	June 11, 2026
Scope of work expected start date	June 15, 2026
Evaluation of performance	June 20 - 24, 2026
End of contract (1 year, renewable up to 4 years)	June 14, 2027
Procurement Term	June 15, 2026 – June 14, 2030



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Submission Options & Instructions

Proposals must be received by 5:00 PM CST on June 1, 2026.
 Submissions may be emailed to csdepartment@cornerstonecaa.org
 Or, mailed/delivered to 114 Needham, Coleman TX 76834, Attn: Shenika Arredondo.
 Clearly mark all submissions 'RFP Response: Temp Staffing'.
 Late proposals will not be considered.

Please answer the following questions:

Potential Score:

The pay rate for those hired will be \$10.00 per hour.
 What is the percentage of markups for each employee?
 _____ % 30 points

Provide Client name, contact person and email address
 for two clients who can provide a professional reference. 15 points

Is there anything in your contract that prevents us from
 using more than one employment service agency? Please explain. 10 points

Is there an additional charge for background checks?
 If yes, how much? \$ _____ 15 points

Is there an additional charge for motor vehicle record checks?
 If yes, how much? \$ _____ 15 points

Is there an additional charge for drug screens?
 If yes, how much? \$ _____ 15 points

What conversion fees, if any, apply upon hiring a temporary
 employee as a direct employee? 15 points
