

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-119

Contracts for On-Call Temporary Staffing Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	12/3/03	Discussion/Possible Action	Joann Francis, Chief Administrative Officer Janice Bondar, Human Resources Manager Elizabeth Chan, Sr. Human Resources Generalist	(206) 689-4934 (206) 398-5054 (206) 398-5077

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Interlocal Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

3Applicable to proposed transaction.

OBJECTIVE OF ACTION

To ensure that Sound Transit has the ability to acquire resources needed to address temporary workload demands in 2004.

ACTION

Authorizes the Chief Executive Officer to execute contracts for on-call, temporary staffing services with Parker Services, VOLT, HLTJV, and Creative Services Staffing for one year, beginning January 1, 2004. Further, the Chief Executive Officer is authorized to execute individual contracts that exceed \$200,000, provided the annual aggregate of temporary staffing services contracts does not exceed the amount budgeted in 2004 for these services and a 10% contingency for a total amount not to exceed \$641,947.

KEY FEATURES

- This request is to fund temporary services for 2004 to cover a period of one year. This action will ensure that Sound Transit's management staff has the ability to acquire the resources needed to address temporary workload demands and, when necessary, to fill vacant positions until staff are hired.
- Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting new vendors for 2004. This procurement also included the option to extend for one-year through 2005 based on performance and pricing. Any additional total contract budget authority would require Board approval.

- The firms and services are listed below:

<u>Firm Name</u>	<u>Services to be Provided</u>
Parker Services	All job categories
Volt	All job categories
HLTJV	Legal
Creative Services Staffing	Finance and Accounting

- To ensure Sound Transit’s use of temporary workers complies with applicable employment regulations, Sound Transit has adopted guidelines regarding the acquisition and use of temporary workers. Managers are responsible for managing workloads and temporary workers usage. The Human Resources Division has implemented systems to monitor the use of temporary services.

BUDGET IMPACT SUMMARY

The base amount requested is included in the proposed 2004 temporary services budget. A 10% contingency is also being requested for unanticipated temporary services, which if needed, will be funded through other staff operating expense savings. Departments utilizing temporary services will need to demonstrate sufficient budget for the services when being requested prior to services being ordered. There are no subarea impacts, or funding required from other parties.

BUDGET DISCUSSION

The proposed 2004 budget includes \$583,588 for temporary service for the agency. This item is included within each department’s staff budget within the “Other Services” category.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The amount requested will be included in the Proposed 2004 budget, and will have no adverse impact on the long-term financial plan.

BUDGET TABLE

Summary for Board Action (Year of Expenditure \$000)				
Action Item: Temporary Employment Services				
	(A)	(B)	(C)	(D)
	Current Approved Contract Value	Spent to Date and estimated to end of 2003	Proposed Action	Proposed Total Contract Value
Contract Budget:				
Temporary Services	-	-	583,588	583,588
Contingency			58,359	58,359
Total	-	-	641,947	641,947
Percent Contingency	0%		10.00%	10.00%
		Future Staff Budgets	Direct Charges to Projects	Total
Accounts to be charged:	2004 Staff Budget			
Temporary Services	583,588	-		583,588
Staff Operating Savings	58,359			58,359
				-
TOTAL CONTRACT CHARGES:	641,947	-	-	641,947
Budget Shortfall				
	Level	\$	Potential Revenues	Funding Source
	NA	-	-	NA
Notes				
Contracts with VOLT, Parker, HLTJV, and Creative Financial Staffing				

M/W/DBE – SMALL BUSINESS PARTICIPATION

M/W/DBE and small business participation was encouraged in the RFP process and each firm submitting a proposal was required to address their efforts to include such participation.

HLTJV (Hallmark Services, Law Dawgs and Comprehensive Staff) is a small business. HLTJV's workforce demographics are 52% women and 41% minorities. Parker Services' workforce demographics are 82% women and 7% minorities. VOLT's workforce demographics are 78% white and 22% minorities. Creative Financial Services workforce demographics include 46% minority employees, 71% women and 29% men.

EEO Commitment

All four of the vendors, (Volt Services; HLTJV, Parker Services; Creative Financial Services), have committed to assure non-discrimination in employment and have complied with Sound Transit's Title VI assurances by providing reports on their respective employee profiles for review and monitoring purposes consistent with federal guidelines and Sound Transit policies.

HISTORY OF PROJECT

On November 5, 1998, the Finance Committee authorized the Executive Director to execute specified individual contracts for a total of \$2.6 million for temporary staffing services. This amount covered a period of two years, ending November 15, 2000. Subsequent to that authorization, demand for and use of temporary services exceeded the forecast for some of the vendors while leaving others virtually unused. In January 2000, the Finance Committee

authorized the Executive Director to combine existing temporary contracts into a single roster of firms and pool the individual contract amounts.

In November 2000, the Finance Committee authorized the Executive Director to execute contracts for temporary services for a two-year period from January 2001 through December 2002, with an aggregate contract amount of \$1.9 million. The motion also authorized an option to extend the contracts for an additional year. In December 2002, Sound Transit exercised the option to extend the contracts with three vendors through December 2003. Additional funding was sought in September 2003 and the Finance Committee authorized \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.

**Prior Board or Committee Actions
and Relevant Board Policies**

Motion or Resolution	Summary of Action	Date of Action
M2003-92	Authorizing \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.	9/4/03
M2000-119	Authorizing contracts with four temporary employment firms and approving the extension of the intergovernmental agreement with the City of Seattle's Temporary Employment Services. Temporary on-call staffing services total an aggregate amount not to exceed \$1.9 million and cover a period of two years, with an option to extend for an additional year.	11/30/00
M2000-03	Pooling the originally approved \$2.6 million for current temporary employment contracts, rather than apply individual specified contract amounts.	1/6/00
M98-82	Authorizing contracts with Superior Technical, Employco Staffing, H.L. Yoh, Trigon Technical Services, VOLT, Tech Staff, People Placers, Kelly Services, Construction Management Technical Services (CMTS) and extending the intergovernmental agreement with the City of Seattle TES Program to provide temporary on-call employees staffing services (for a total of \$2.6 million).	11/5/98

CONSEQUENCES OF DELAY

Workload and timelines for projects and services would be negatively impacted.

REGIONAL PARTNERSHIP AND COOPERATION

Not applicable to this action.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

MB 11/20/03

SOUND TRANSIT

MOTION NO. M2003-119

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute contracts for on-call, temporary staffing services with Parker Services, VOLT, HLTJV, and Creative Services Staffing for one year, beginning January 1, 2004. Further, the Chief Executive Officer is authorized to execute individual contracts that exceed \$200,000, provided the annual aggregate of temporary staffing services contracts does not exceed the amount budgeted in 2004 for these services and a 10% contingency for a total amount not to exceed \$641,947.

Background:

On November 5, 1998, the Finance Committee authorized the Executive Director to execute specified individual contracts for a total of \$2.6 million for temporary staffing services. This amount covered a period of two years, ending November 15, 2000. Subsequent to that authorization, demand for and use of temporary services exceeded the forecast for some of the vendors while leaving others virtually unused. In January 2000, the Finance Committee authorized the Executive Director to combine existing temporary contracts into a single roster of firms and pool the individual contract amounts.


In November 2000, the Finance Committee authorized the Executive Director to execute contracts for temporary services for a two-year period from January 2001 through December 2002, with an aggregate contract amount of \$1.9 million. The motion also authorized an option to extend the contracts for an additional year. In December 2002, Sound Transit exercised the option to extend the contracts with three vendors through December 2003. Additional funding was sought in September 2003 and the Finance Committee authorized \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.

In June 2003, Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting new vendors for 2004. The vendors selected were Parker Services, VOLT, HLTJV, and Creative Services.

Motion:

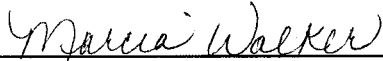
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute contracts for on-call, temporary staffing services with Parker Services, VOLT, HLTJV, and Creative Services staffing for one year, beginning January 1, 2004. Further, the Chief Executive Officer is authorized to execute individual contracts that exceed \$200,000, provided the annual aggregate of temporary staffing services contracts does not exceed the amount budgeted in 2004 for these services and a 10% contingency for a total amount not to exceed \$641,947.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority
at a regular meeting thereof held on December 3, 2003.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator