

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-92

**Fund the Final Six Months of the One-Year Contract Extensions
for Temporary On-Call Services**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	9/4/03	Discussion/Possible Action	Joann Francis, Chief Administrative Officer Janice Bondar, Human Resources Manager Elizabeth Chan, Senior 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

Secure authorization for funding the final six months of the one-year contract extensions for temporary employment services.

ACTION

Authorize \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.

KEY FEATURES

- In November 2000, the Finance Committee approved Motion No. M2000-119, which 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, however, it did not include funding for the one-year extensions. It was assumed that Finance Committee approval for additional funding would be sought if the option to extend the contracts was exercised. Sound Transit has exercised the option to extend the contracts with Kelly Services, Volt Services, and CMTS through December 2003.
- At the end of the two-year contract period, approximately \$606,000 of the \$1.9 million remained unspent. Staff has been able to fund the first six months of the one-year extensions with those unspent funds. Finance Committee approval of this action will fund the final six months of the extensions.
- This action will ensure that Sound Transit's management staff will have the ability to acquire the resources needed to address temporary workload demands and when necessary to fill

vacant positions until staff are hired. Although the expectation is to eliminate many temporary assignments as vacancies are filled, ongoing fluctuation in the use of temporary workers based on workload demands and to backfill for employees on extended leave is expected.

- 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. Though managers are responsible for managing workloads and temporary workers usage, the Human Resources Division has implemented systems to monitor both the use of temporary services and adherence to these guidelines.
- Sound Transit recently published a Request for Proposals for temporary services and is currently in the process of selecting new vendors for 2004.

BUDGET IMPACT SUMMARY

There are no budget impacts for this action.

BUDGET DISCUSSION

The additional amount requested is based on projections by Human Resource Division. Each department has budgeted for temporary services in "Other Services" in the 2003 Board-adopted budget. The total temporary services budget for the agency is included in "Other Services" on page 25 of the adopted budget.

When requesting temporary help, each department will make sure that it has sufficient budget to cover the request. At present, projections for the 2003 expenditures are at about 89% of the adopted budget. There are sufficient funds available within 2003 Board-adopted budget for this action.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The additional amount requested will be absorbed within the adopted 2003 budget and will have no adverse impact on the long-term financial plan.

BUDGET TABLE

Summary for Board Action

Action Item: Temporary Employment Services

	(A) Previous Authorized Amount	(B) Amount Spent through 6-30-03	Balance	(C) Requested Amount	(D) New Authorized Amount
M2000-119 authorization	1,900,000	1,739,834	160,166	180,000	2,080,000
Total	1,900,000	1,739,834	160,166	180,000	2,080,000
Percent Contingency	0%			0.00%	0.00%
Accounts to be charged:					
	Budget	Budgets		Charges to	Total
Temporary Services (Total budget for all departments)	631,000	-			631,000
					-
TOTAL CONTRACT CHARGES:	631,000	-		-	631,000

Summary of Costs and Projected Need

Authorized per Motion No. M2000-119	<u>\$1,900,000</u>
Spent through June 30, 2003 (rounded to nearest thousand)	
Kelly Services	\$396,000
VOLT Services	\$907,000
TES	<u>\$437,000</u>
Total spent through June 30, 2003	<u>\$1,740,000</u>
Remaining authorized amount	\$160,000
Projected need July - December 2003	\$340,000
Requested amount	<u>\$180,000</u>

M/W/DBE – SMALL BUSINESS PARTICIPATION

In the original solicitation, an M/W/DBE-Small Business participation goal was waived because subcontracting was not feasible and improbable.

EEO Commitment

The firms, Volt Services; Kelly Services; and the City of Seattle Temporary Employment Services (TES) 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 approved Motion No. M98-82, authorizing the Executive Director to execute specified individual contracts for a total of \$2.6 million for temporary staffing services. This contract amount was to cover a period of two years, ending November 15, 2000. Subsequent to that authorization, demand for temporary services exceeded the forecast usage for some of the contracts while leaving others virtually unused. In January 2000, the Finance Committee authorized the Executive Director to combine existing temporary services 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 with Kelly Services, VOLT Services, CMTS, Environmental Careers Organization (ECO) and extend the intergovernmental agreement with the City of Seattle's TES.

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
M2000-119	Authorizing the Executive Director to execute contracts with four temporary employment firms and approving the extension of the intergovernmental agreement with the City of Seattle's Temporary Employment Services. The 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	Authorizing the Executive Director to pool the originally approved \$2.6 million for current temporary employment service contracts rather than apply individual specified contract amounts.	1/6/00
M98-82	Authorizing the Executive Director to execute 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 Temporary Employment Program to provide temporary on-call employees staffing services (for a total of \$2.6 million).	11/5/98

CONSEQUENCES OF DELAY

Delay in a decision of more than two weeks would mean that the agency would need to end temporary assignments immediately. Workload and timelines for projects and services would be negatively impacted.

REGIONAL PARTNERSHIP AND COOPERATION

In the last five years, the intergovernmental agreement with the City of Seattle's TES has aided Sound Transit in reaching a successful temporary staffing alternative by providing opportunities to graduate and undergraduate students through its internship program. With the implementation of Sound Transit's own intern program, Sound Transit will no longer be using the City for interns.

The City's temporary services have also been used to fill specialized, highly technical temporary needs that could not otherwise be obtained through current vendors; Sound Transit will continue to use this option.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

MB 8/13/03

SOUND TRANSIT

MOTION NO. M2003-92

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.

Background:

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Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing \$180,000 to fund the final six months of the one-year contract extensions for temporary on-call services.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 4, 2003.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator