

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-62

Amending Contracts for Temporary On-Call Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/19/04	Discussion/Possible Action	Janice Bondar, Human Resources Manager	(206) 398-5054

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

✓ *Applicable to proposed transaction.*

ACTION

Authorizes the Chief Executive Officer to execute an option to extend the term of the contracts for temporary on-call services with Law Dawgs Inc., Parker Services, Volt Services, and Creative Financial Services for one additional year to December 31, 2005, and increase the total authorized aggregate of the existing contracts from \$641,947 to \$2,000,000.

KEY FEATURES

- Provides required temporary on-call services to meet the demands of the agency, including the Records Management Initiative designed to organize, scan and upload documents to Live Link and streamline record-keeping within a short period of time. Temporary workers were acquired through the vendors to begin the process of sorting, re-organizing, filing and archiving documents. It is anticipated that this project will be completed in six months. The Records Management Initiative was approved on December 11, 2003.
- Exercises option to extend the term of contracts through 2005.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required; no subarea impacts; or funding required from other parties other than what is already assumed in the financial plan.

BUDGET DISCUSSION

The base amount noted is included in the adopted 2004 temporary services budget. Departments utilizing temporary services will need to demonstrate sufficient budget for the services when requesting prior to services being ordered. There are no subarea impacts or funding required from other parties.

The adopted 2004 budget includes \$813,000 for temporary service for the agency. Any additional funding will come from the unspent amounts in other accounts for each department. 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

Action Item: Temporary Employment Services

	(A)	(C)	(D)
	Current Approved Contract Value	Proposed Action	Proposed Total Contract Value
Contract Budget:			
Temporary Services	641,947	1,358,053	2,000,000
Contingency			-
Total	641,947	1,358,053	2,000,000
Percent Contingency	0%	0.00%	0.00%

Accounts to be charged:	2004 Staff Budget	2005 Staff Budget	Total
Temporary Services	813,000	1,000,000	1,813,000
Staff Operating Unspent	187,000		187,000
			-
TOTAL CONTRACT CHARGES:	1,000,000	1,000,000	2,000,000

Budget Shortfall

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

Notes

Contracts are with Volt, Parker, Law Dawgs Inc., and Creative Financial Staffing
 Budget for this item is included in Other Services line on page 23 of adopted budget book
 The 2005 amount will be included in the proposed 2005 budget.

M/W/DBE – SMALL BUSINESS PARTICIPATION

M/W/DBE and small businesses were encouraged to submit a proposal in the Request for Proposal process. Subcontracting was not required because it was determined that subcontracting of these services were infeasible.

Law Dawgs, Inc., one of the firms selected to provide temporary on-call services is a small business.

EEO Commitment

All four of the vendors, (Volt Services; Law Dawgs Inc., 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.

Law Dawgs Inc., workforce demographics are 52% women and 41% people of color. Parker Services' workforce demographics are 82% women and 7% people of color. Volt's workforce demographics are 78% white and 22% people of color. Creative Financial Services workforce demographics include 46% people of color, 71% women and 29% men.

HISTORY OF PROJECT

On December 3, 2003, Sound Transit's Finance Committee authorized on-call, temporary staffing services contracts with Parker, Volt, Law Dawgs, Inc., and Creative Financial Services Staffing. The term of the contracts was one year beginning January 1, 2004 and included an option to extend for an additional year. The action also authorized the Chief Executive Officer to execute individual contracts that exceeded \$200,000 without further Board approval, provided the annual aggregate of the contract amounts did not exceed the amount budgeted in 2004.

Since execution of these contracts, Sound Transit embarked on an agency-wide Records Management Initiative to standardize document organization and repository, address disaster recovery, implement records retention/disposition schedules, etc. In an effort to streamline this initiative within a short period of time, temporary workers were required to begin the process of sorting, re-organizing, filing, and archiving documents. It is anticipated that this initiative will be completed in six months.

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution	Summary of Action	Date of Action
M2003-119	Authorized contracts for on-call, temporary staffing services with Parker Services, Volt, Law Dawgs, Inc., and Creative Services Staffing for one year, beginning January 1, 2004 and authorized the CEO 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.	12/3/03

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

JW 8/11/04

SOUND TRANSIT

MOTION NO. M2004-62

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute an option to extend the term of the contracts for temporary on-call services with Law Dawgs Inc., Parker Services, Volt Services, and Creative Financial Services for one additional year to December 31, 2005, and increase the total authorized aggregate of the existing contracts from \$641,947 to \$2,000,000.

Background:

On December 3, 2003, Sound Transit's Finance Committee authorized on-call, temporary staffing services contracts with Parker, Volt, Law Dawgs, Inc., and Creative Financial Services Staffing. The term of the contracts was one year beginning January 1, 2004 and included an option to extend for an additional year. The action also authorized the Chief Executive Officer to execute individual contracts that exceeded \$200,000 without further Board approval, provided the annual aggregate of the contract amounts did not exceed the amount budgeted in 2004.

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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 an option to extend the term of the contracts for temporary on-call services with Law Dawgs Inc., Parker Services, Volt Services, and Creative Financial Services for one additional year to December 31, 2005, and increase the total authorized aggregate of the existing contracts from \$641,947 to \$2,000,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 19, 2004.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator