

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NOS. M2005-129 and M2005-130**

**Temporary On-Call Services Contracts**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	12/15/05	Discussion/Possible Action	Janice Bondar, Human Resources Manager	(206) 398-5054

<b>Contract/Agreement Type:</b>		<b>Requested Action:</b>	
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	

**PROJECT NAME**

Temporary On-Call Services

**PROPOSED ACTIONS**

1. Authorizes the Chief Executive Officer to execute a contract for on-call, temporary staffing services with Parker Services in an amount not to exceed \$450,000 for the period beginning January 1, 2006 through December 31, 2007, with an option to extend the contract term for one additional year.
2. Authorizes the Chief Executive Officer to execute a contract for on-call, temporary staffing services with VOLT Services in an amount not to exceed \$450,000 for the period beginning January 1, 2006 through December 31, 2007, with an option to extend the contract term for one additional year.

**KEY FEATURES OF PROPOSED ACTION**

- 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 backfill for vacant positions until staff are hired.
- The existing temporary services contracts will expire on December 30, 2005.
- Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting vendors. The initial term of the contracts to be awarded is for two (2) years, with the option to extend for one additional year at Sound Transit's discretion.
- 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 worker usage. The Human Resources Division has implemented systems to monitor the use of temporary services.

## **BUDGET IMPACT SUMMARY**

Not applicable to this action.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

The amount requested is included in the Proposed 2006 Budget, and will have no adverse impact on the long-term financial plan. Contracts are with VOLT and Parker. Budget for this item is included in Other Services line on page 159 of the proposed 2006 budget book. The amounts for future years will be requested in proposed budgets.

## **BUDGET TABLE**

### **Action Item: Temporary Employment Services**

	(A) Current Approved Contract Value	(C) Proposed Action	(D) Proposed Total Contract Value
<b>Contract Budget:</b>			
<b>Volt</b>	-	450,000	450,000
<b>Parker</b>		450,000	450,000
<b>Total</b>	-	900,000	900,000
<b>Percent Contingency</b>	0%	0.00%	0.00%

<b>Accounts to be charged:</b>	<b>2006 Staff Budget</b>	<b>Future Staff Budget</b>	<b>Total</b>
<b>Temporary Services</b>	502,000	500,000	1,002,000
<b>Staff Operating Unspent</b>			-
			-
<b>TOTAL CONTRACT CHARGES:</b>	502,000	500,000	1,002,000

### **Budget Shortfall**

<b>Level</b>	<b>\$</b>	<b>Potential Revenues</b>	<b>Funding Source</b>
NA	-	-	NA

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

Although not a requirement for this action, M/W/DBE and small business participation was encouraged in the Request For Proposal (RFP) process.

The following is a breakdown of Parker and VOLT Services workforce demographics:

Parker Services (32 employees) 22% minorities, 69% women; Volt Services: (1730 employees) 28% minorities, 68% women.

EEO Commitment

Both Parker and Volt 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.

**PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

In August 2005, Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting new vendors.

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

<b>Motion or Resolution Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
None		None

**CONSEQUENCES OF DELAY**

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

**PUBLIC INVOLVEMENT**

Not applicable to this action

**ENVIRONMENTAL COMPLIANCE**

Not applicable for this action

**LEGAL REVIEW**

JW

## SOUND TRANSIT

### MOTION NO. M2005-130

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with VOLT Services for on-call, temporary staffing services in an amount not to exceed \$450,000 for the period beginning January 1, 2006 through December 31, 2007, with an option to extend the contract term for one additional year.

#### **Background:**

In August 2005, Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting new vendors. The initial term of the contract to be awarded is for two (2) years. Sound Transit will evaluate the option to extend for one additional year at Sound Transit's discretion.

The existing temporary services contracts will expire on December 30, 2005.


#### **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 a contract with VOLT Services for on-call, temporary staffing services in an amount not to exceed \$450,000 for the period beginning January 1, 2006 through December 31, 2007, with an option to extend the contract term for one additional year

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 15, 2005.

  
Jack Crawford  
Finance Committee Chair

ATTEST:

  
\_\_\_\_\_  
Marcia Walker  
Board Administrator