

**SOUND TRANSIT
STAFF REPORT**

MOTION NOS. M2007-82, M2007-89, M2007-90, M2007-91

Temporary On-Call Staffing Services Contract Amendments

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/16/07	Discussion/Possible Action	Agnes Govern, Executive Director Janice Bondar, HR Manager	206-398-5037 206-398-5054

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Temporary On-Call Staffing Services

PROPOSED ACTIONS

1. Authorizes the chief executive officer to execute a contract amendment with VOLT Services to provide temporary on-call staffing services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$750,000.
2. Authorizes the chief executive officer to execute a contract amendment with Parker Staffing Services to provide temporary on-call staffing services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$750,000.
3. Authorizes the chief executive officer to execute a contract amendment with Techstaff Inc. to provide temporary on-call staffing services in the amount of \$350,000, for a new total authorized contract amount not to exceed \$550,000.
4. Authorizes the chief executive officer to execute a contract amendment with Triple Net Technologies Inc. to provide temporary on-call staffing services in the amount of \$150,000, for a new total authorized contract amount not to exceed \$350,000.

KEY FEATURES of PROPOSED ACTIONS

- The existing temporary services contracts will expire on December 31, 2007. The proposed action would permit the execution of an option in each of the four contracts, extending them all by one year to December 31, 2008.
- This action provides staffing resources in the area of administrative and project support to ensure Sound Transit's management staff has the ability to acquire the resources needed to address temporary workload demands and, when necessary, to back fill for vacant positions until they are filled.

- 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.
- A separate action for services to support specific technical and high level temporary services will be presented by Finance and Information Technology later this year.

<u>Firm Name</u>	<u>Services to be provided</u>
Volt Services	Administrative Support Level 1 & 2 Finance Level 1 & 2
Parker Services	Administrative Support Level 1 & 2 Project Assistant Project Coordinator Level 1 & 2
Techstaff Inc.	Project Assistant Project Coordinator Level 1 & 2
Triple Net Technologies Inc.	Project Coordinator Level 1 & 2

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 and FINANCIAL PLAN DISCUSSION

Funds approved in this action will be spent in 2007 and 2008. The amount requested for 2007 is affordable within the Adopted 2007 Budget. Expenditures for this contract in 2008 will be included within the 2008 budget. Approving this contract will have no adverse impact on the agency's long-term financial plan.

As part of the annual budget development process, managers estimate the need for temporary services for the year for peak workload, special short-term assignments and some level of backfill. However, circumstances occur that require management to obtain additional, unplanned temporary support. In such cases, management is required by internal controls to identify budget savings elsewhere within their staff budget to fund the expenditure. Individual assignments will be reviewed to assure affordability within the adopted budgets for each department.

BUDGET TABLE

Summary for Board Action

Action Item: Temporary Employment Services

	(A) Current Approved Contract Value	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget:			
Volt	450,000	300,000	750,000
Parker	450,000	300,000	750,000
Tech Staff	200,000	350,000	550,000
Triple Net	200,000	150,000	350,000
Total	1,300,000	1,100,000	2,400,000
Percent Contingency	0%	0.00%	0.00%

Accounts to be charged:	2007 Staff Budget	Future Staff Budget	Total
Temporary Services	485,000	615,000	1,100,000
			-
			-
TOTAL CONTRACT CHARGES:	485,000	615,000	1,100,000

Budget Shortfall

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

Notes

Budget for this item is included in Other Services line on page 174 of Adopted 2007 budget book
The amounts for future years will be requested in proposed budgets.

SMALL BUSINESS PARTICIPATION

It was determined that subcontracting and/or subconsulting was unlikely and infeasible for the scopes of work to be provided for this procurement. Small Business participation was encouraged through the original Request for Proposal process. None of the prime contractors opted to subcontract any services.

EEO Commitment

The agencies 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.

The following is a breakdown of employee workforce demographics.

- Volt Services (1730) 68% women & 28% minorities
- Parker Services (32) 69% women & 22% minorities
- Techstaff Inc. (4) 50% women & 25% minority
- Triple Net Technologies Inc (3) 67% women & 67% minorities

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. The initial terms of the contracts awarded were for two (2) years, each with an option to extend by one year. The contracts with Techstaff Inc and Triple Net Technologies Inc were originally executed through the chief executive officer's authority.

All four of these temporary on-call staff services contracts expire on December 31, 2007. The proposed action would execute one-year options in all four contracts, extending them to December 31, 2008.

Prior Board/Committee Actions

Motion/Resolution Number and Date	Summary of Action
M2005-129 & 130 12/15/05	Executed Temporary on-call services for VOLT Services & Parker Staffing January 1, 2006 – December 31, 2007.

CONSEQUENCES of DELAY

Delay in decision would mean that total expenditures for one contract, covering risk management and accounting, would come close to the total contract amount. Workload and timelines for some projects and services would be potentially negatively impacted.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

Not applicable to this action.

LEGAL REVIEW

JW 8/9/07

SOUND TRANSIT

MOTION NO. M2007-82

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with VOLT Services to provide temporary on-call staffing services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$750,000.

Background:

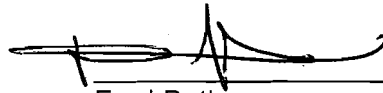
In August 2005, Sound Transit published a Request for Proposals for temporary staffing services and completed the process of selecting new vendors. The initial terms of the contracts awarded were for two (2) years, each with an option to extend by one year.

The temporary on-call staff services contracts expire on December 31, 2007. Motion Nos. M2007-82, M2007-89, M2007-90, and M2007-91 would execute one-year options in all four contracts, extending them to December 31, 2008.

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 amendment with VOLT Services to provide temporary on-call staffing services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$750,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 16, 2007.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator