

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2008-123

Contracts for On-Call Temporary Staffing Services

| Meeting: | Date: | Type of Action: | Staff Contact: | Phone: |
|-------------------|--------------|----------------------------|---|--------------------------------------|
| Finance Committee | 12/18/08 | Discussion/Possible Action | Adrian Byrd-Pina Human Resources Officer Jan Luedtke Sr. HR Generalist | (206) 398-5077 (206) 398-5076 |

| 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 | |

PROJECT NAME

Temporary On-Call Staffing Services

PROPOSED ACTION

Authorizes the chief executive officer to execute contracts for on-call, temporary staffing services with AppleOne Employment Services, Parker Staffing Services, Robert Half International (Accountemps), SRI Technologies Inc., Triplenet Technologies, Inc., and VOLT Services Group for two years, beginning January 1, 2009, with the option to extend for three additional one-year periods at Sound Transit's sole discretion. Further, the chief executive officer is authorized to execute individual contracts that exceed \$200,000, provided the two-year aggregate of temporary staffing services does not exceed the amount of \$2 million.

KEY FEATURES of PROPOSED ACTION

- This action would provide for staffing resources in the areas of administrative, financial, contract management, 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. The request is to fund temporary services from 2009 – 2010 with the option to extend the contracts for an additional three one-year periods at Sound Transit's sole discretion.
- Sound Transit has selected seven vendors to provide temporary staffing services for the Agency. All of them will be able to provide workers for all areas except for one whose proposal only covered financial level 1 & 2.
- The \$2 million requested would be allocated to the temporary agencies as appropriate to the requirements of temporary assignments. Every effort will be made to distribute the assignments and dollars among the agencies selected.
- 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.
- Firms and services to be provided are listed on the next page.

Services to be provided

Firms

| | |
|------------------------------------|------------------------------|
| Administrative Support Level 1 & 2 | AppleOne Employment Services |
| Project Assistant | Parker Staffing Services |
| Project Coordinator Level 1 & 2 | Robert Half International* |
| Finance Level 1 & 2 | SRI Technologies, Inc |
| Contracts /Cost Price Analysis | Techstaff, Inc. |
| | Triplenet Technologies, Inc. |
| | Volt Services Group |

*Robert Half International will only be providing Finance Level 1 & 2 workers.

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 2009 and 2010. The amount requested for 2009 is affordable within the Proposed 2009 Budget. Expenditures for this contract in 2010 will be included within the 2010 budget. Approving this contract will have no adverse impact on the agency’s long-term financial plan.

The Proposed 2009 includes approximately \$610,000 for temporary service for the agency. This item is included within each department’s staff budget within the “Other Services” category.

Temporary services use for peak workload or backfilling for staff on planned absences are budgeted for as temporary services. In the case of unplanned absences, such as longer-term illnesses or temporarily filling a vacant position prior to hiring permanent staff, often unspent budget in other accounts are used. As a matter of standard practice, when a request is received for temporary services, the requesting department’s budget is reviewed to confirm that sufficient budget is available.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The amount requested is included in the Proposed 2009 budget and future budgets, and will have no adverse impact on the long-term financial plan.

BUDGET TABLE

Summary for Board Action (YOE \$000)

Action Item: Execute a new contract for Temporary Employment Services

| | Proposed 2009 Staff Budget | Future Staff Budget | Total |
|--------------------|-----------------------------------|----------------------------|--------------|
| Temporary Services | \$610 | \$1,390 | \$2,000 |
| | | | |

Note: Budget for this item is included in the ‘Other Services’ category on page 184 of the Adopted 2009 Budget Book. The amounts for future years will be requested in future proposed budgets.

| Contract Budget | Current Approved Contract Value | Proposed Action | Proposed Total Contract Value |
|---------------------|---------------------------------|-----------------|-------------------------------|
| Temporary Services | - | \$2,000 | 2,000 |
| Contingency | | | |
| Total Contract | | | |
| Percent Contingency | | | |

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.

Three of the vendors selected are M/W/BE. All reported good workforce demographics within their staff and in relation to temporary staff placed with requesting agencies. Selected vendors demonstrated commitments to diverse workforce outreach and recruitment.

EEO Commitment

All seven of the vendors, 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

Since 1998, the Finance Committee has authorized the chief executive officer to execute specified individual contracts for temporary staffing services every two to three years. The previous RFP process was conducted in 2005 and four contracts were awarded. During the first two years of these contracts the cost was approximately \$1.1 million. Additional dollars were added when the contracts were extended for another year bringing the total to approximately \$2.2 million.

In October 2008, Sound Transit published a Request for Proposals for temporary staffing services and has completed the process of selecting new vendors for 2009. The vendors selected were AppleOne Employment Services, Parker Staffing Services, Robert Half International (Accountemps), SRI Technologies, Inc., Techstaff, Inc., Triplenet Technologies, and VOLT Services Group .

The amount of \$2 million ensures that Sound Transit's management staff has the ability to acquire the resources needed to address temporary workload demands. It takes into account usage the previous three years, rising costs, and a foreseeable increased need as we begin ramping up staff for ST2. If the contracts are extended additional year(s), staff will be requesting additional dollars at that time.

CONSEQUENCES of DELAY

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

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 11-25-08

LEGAL REVIEW

JW 12/12/08

SOUND TRANSIT

MOTION NO. M2008-123

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 AppleOne Employment Services, Parker Staffing Services, Robert Half International (Accountemps), SRI Technologies Inc., Triplenet Technologies, Inc., TechStaff, and VOLT Services Group for two years, beginning January 1, 2009, with the option to extend for three additional one-year periods at Sound Transit's sole discretion. Further, the chief executive officer is authorized to execute individual contracts that exceed \$200,000, provided the two-year aggregate of temporary staffing services does not exceed the amount of \$2 million.

Background:

Since 1998, the Finance Committee has authorized the chief executive officer to execute specified individual contracts for temporary staffing services every two to three years. This action would provide for staffing resources in the areas of administrative, financial, contract management, 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. The request is to fund temporary services from 2009 – 2010 with the option to extend the contracts for an additional three one-year periods at Sound Transit's sole discretion.

The \$2 million requested would be allocated to the temporary agencies as appropriate to the requirements of temporary assignments. Every effort will be made to distribute the assignments and dollars among the agencies selected.

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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 contracts for on-call, temporary staffing services with AppleOne Employment Services; Parker Staffing Services, Robert Half International (Accountemps), SRI Technologies Inc., Triplenet Technologies, Inc., TechStaff, and VOLT Services Group for two years, beginning January 1, 2009, with the option to extend for three additional one-year periods at Sound Transit's sole discretion. Further, the chief executive officer is authorized to execute individual contracts that exceed \$200,000, provided the two-year aggregate of temporary staffing services does not exceed the amount of \$2 million.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 8, 2009.



Aaron Reardon
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator