

**MOTION NO. M2012-68**  
**Temporary Staffing Services**

| <b>MEETING: Operations</b>              | <b>DATE:</b> | <b>TYPE OF ACTION:</b> | <b>STAFF CONTACT:</b>  | <b>PHONE:</b> |
|---|--------------|------------------------|--|---------------|
| Operations and Administration Committee | 10/4/12      | Final Action           | Joni Earl, CEO<br><b>Valentina Zackrone</b><br><b>Human Resources</b><br><b>Director</b> | 206-398-5077  |

**PROPOSED ACTION**

Authorizes the chief executive officer to (1) execute contracts with ABN Technology LLC, Aerotek Government Services, AppleOne Employment Services, Parker Staffing Services LLC, Smart Talent, SOS Staffing, TripleNet Technologies, Inc., and Volt Services Group for on-call temporary staffing services for two-year terms in an aggregate amount of \$2,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$2,500,000.

**KEY FEATURES SUMMARY**

- This action provides staffing resources for administrative, financial, and project management support, and contract management and is intended 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.
- This action would fund temporary services for two years beginning November 1, 2012, with an option to extend the contracts for three additional one-year periods at Sound Transit’s sole 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.
- Sound Transit has selected eight vendors to provide temporary staffing services for the Agency. Five are able to provide services in any of the areas identified. The remaining three vendors bid on specific service areas and will only be used for those service areas.
- The requested funds would be allocated as necessary to the temporary staffing agencies awarded the temporary on-call staffing services contracts. Every effort will be made to distribute the assignments and dollars among the agencies selected.

**BACKGROUND**

Every two to three years since 1998, the Board has authorized the chief executive officer to execute individual contracts for temporary staffing services. In 2008, the Board authorized contracts with seven firms for terms up to five years.

In June 2012, a RFP was issued for temporary staffing services. A total of 24 proposals were received and eight were selected. The vendors selected are ABN Technologies, LLC, Aerotek Government Services, AppleOne Employment Services, Parker Staffing Services, LLC, Smart

Talent, SOS Staffing Services, Triplenet Technologies, Inc., and VOLT Workforce Solutions. If approved, the contracts will take effect November 1, 2012.

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; including length of assignments and conditions. Managers are responsible for managing workloads and temporary worker usage. The Human Resources Division has implemented systems to monitor the use of temporary services.

Contracts with the eight vendors allows Sound Transit to address temporary workload demands. The aggregate amount of \$2,500,000 covers the initial two year terms.

**FISCAL INFORMATION**

**Summary for Board Action (\$000s)**

**Action Item: Execute a new contract for on-call Temporary Staffing Services**

| Current Year Budget |  | Adoped 2012 Budget | Spent to date in 2012 | Remaining 2012 Budget |
|---------------------|--|--------------------|-----------------------|-----------------------|
| Other Services      |  | 1,765              | 679                   | 1,086                 |
| Services Total      |  | 13,722             | 5,671                 | 8,051                 |

| Contract Spending Plan | Prior Year(s) Spending | 2012 Spending | Future Expenditures | Total |
|------------------------|------------------------|---------------|---------------------|-------|
| Temporary Services     | -                      | 60            | 2,440               | 2,500 |

| Contract Budget     | Current Approved Contract Value | Spent to Date | Proposed Action | Proposed Total Contract Value |
|---------------------|---------------------------------|---------------|-----------------|-------------------------------|
| Temporary Services  | -                               | -             | 2,500           | 2,500                         |
| Contingency         | -                               | -             | 0               | 0                             |
| Total Contract      | -                               | -             | 2,500           | 2,500                         |
| Percent Contingency | -                               | -             | 0%              | 0%                            |

**Notes:**

Budget for this item is located on page 85 of the Adopted 2012 Budget book, under the 'other services' line item within the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru 8/31/12.

## **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.

TripleNet Technologies, Inc. is an M/W/DBE. All reported good workforce demographics within their staff and in the temporary staff placed with requesting agencies. The selected vendors demonstrated commitments to diverse workforce outreach and recruitment.

## **EQUAL EMPLOYMENT WORKFORCE PROFILE**

All eight vendors have committed to 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.

## **TIME CONSTRAINTS**

A one month delay would not create a significant impact to the project schedule.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL REVIEW**

JI 09/21/2012

## **LEGAL REVIEW**

RM 9/28/12

## **MOTION NO. M2012-68**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to (1) execute contracts with ABN Technology LLC, Aerotek Government Services, AppleOne Employment Services, Parker Staffing Services LLC, Smart Talent, SOS Staffing, TripleNet Technologies, Inc., and Volt Services Group for on-call temporary staffing services for two-year terms in an aggregate amount of \$2,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$2,500,000.

### **BACKGROUND:**

Every two to three years since 1998, the Board has authorized the chief executive officer to execute individual contracts for temporary staffing services. In 2008, the Board authorized contracts with seven firms for terms up to five years. The contracts provide staffing resources for administrative, financial, and project management support, and contract management and is intended 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 contracts fund temporary services for two years beginning November 1, 2012, with an option to extend the contracts for three additional one-year periods at Sound Transit's sole discretion.

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Contracts with the eight vendors allows Sound Transit to address temporary workload demands. The aggregate amount of \$2,500,000 covers the initial two year terms.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to (1) execute contracts with ABN Technology LLC, Aerotek Government Services, AppleOne Employment Services, Parker Staffing Services LLC, Smart Talent, SOS Staffing, TripleNet Technologies, Inc., and Volt Services Group for on-call temporary staffing services for two-year terms in an aggregate amount of \$2,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$2,500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 4, 2012.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator