

MOTION NO. M2015-50

**Information Technology Temporary Services Contracts**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	06/04/2015	Final Action	Jason Weiss, CIO <b>Kristin Terry, IT Business Manager</b>

PROPOSED ACTION

Authorizes the chief executive officer to: (1) execute contracts with 22<sup>nd</sup> Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half International, Inc. dba Robert Half Technology; Slalom, LLC; and TEKsystems, Inc.; to provide on-call temporary staffing services in an aggregate amount not to exceed \$1,500,000, with each contract having an initial term of three years with two one-year options to extend, and (2) execute individual contracts with the above firms that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$1,500,000.

KEY FEATURES SUMMARY

- Sound Transit Information Technology (IT) Department currently has multiple temporary staffing services contracts for individual, specific needs. This action would consolidate the majority of IT temporary staffing under these select contracts, reducing the time needed to meet temporary staffing needs.
- The IT Department contemplates an ongoing need for onsite temporary workers, for varying periods of time from one day to no more than twelve months. As determined and directed by the IT Department, the contracted vendors will furnish skilled temporary contract workers to perform various technical services for Sound Transit.
- The contracts will support IT's needs for skilled technical workers for needs such as software development, network administration, software administration, project management and other temporary backfill positions as applicable.
- The initial terms are three years with the option to extend up to two additional one-year terms.
- The \$1,500,000 is intended to cover temporary staffing services for the IT Department for five years, based on current and projected temporary staffing needs and budget.

BACKGROUND

Every year, Sound Transit's Procurement and Contracts Department processes 5-10 individual procurements with staffing companies to fulfill specific technical staffing needs for the IT Department. IT currently has 13 contracts with multiple vendors and this action would allow for these individual contracts to be phased out as task orders are completed and current contract terms expire, consolidating the services they provide under these contracts. These contracts help to ensure that IT management staff have the ability to acquire the resources needed to address temporary workload demands and, when necessary, to backfill for vacant positions until they are filled. Additionally, these contracts will allow for better management of temporary staffing services as well as significantly shorten the time it takes to get temporary staffing onsite and working at Sound Transit.

To ensure Sound Transit's use of temporary workers complies with applicable employment regulations, Sound Transit IT will adhere to agency policies regarding the acquisition and use of temporary workers, including length of assignments and conditions.

A total of 34 proposals were received and six were selected. The vendors selected are 22<sup>nd</sup> Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half International, Inc. dba Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. If approved, the contracts would take effect June 15, 2015.

When seeking temporary services for the IT Department, Sound Transit will contact all of the firms that were awarded a contract under this procurement with a description of the service that needs to be fulfilled. Sound Transit will then review the candidates submitted by each firm and select the candidate(s) that best fits Sound Transit's needs. The award of an assignment shall not create any guarantee or obligation on the part of Sound Transit to provide any minimum amount of work to the firms.

**FISCAL INFORMATION**

The proposed action will be funded from the Finance and Information Technology (FIT) services budget. The FIT budget of \$27,050,000 includes \$9,192,000 for services and within that amount \$1,490,000 is specifically budgeted for Consultant/Management services. 2015 funding for this action is included within the \$1,490,000 as set forth in the 2015 budget.

Current Year Budget	Adopted 2015 Budget	Spent to date in 2015	Future 2015 Contract Expenditures	Remaining 2015 Budget
Finance and Information Technology Services				-
Consulting/Management Services	1,490	89	300	1,101
Services Total	9,192	1,458	300	7,434

Contract Spending Plan	2015 YTD Spending	2015 Future Spending	Future Proposed Spending	Total
IT Temporary Services Contracts (22nd Century Technologies, Inc., Abacus Service Corporation, Mindlance, Inc., Robert Half International, Inc. dba Robert Half Technology, Slalom, LLC, and TEKsystems, Inc.)	-	300	1,200	1,500

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
On-call temporary service contracts	-	-	1,500	1,500
Contingency	-	-	-	-
Total	-	-	1,500	1,500
Percent Contingency	-	-	0%	0%

**Notes:**  
 Budget for this item is located on page 87 of the 2015 Budget, under the "Services" category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru May 14, 2015.

**SMALL BUSINESS/DBE PARTICIPATION**

**Participation by Small Businesses and Disadvantaged Business Enterprises (DBEs)**

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, therefore Small Business/DBE goals were not established or required.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one month delay would not have a significant impact on this action. Execution of these contracts will allow Sound Transit to quickly address operational and maintenance staffing needs that have been on hold in anticipation of this action.

## ENVIRONMENTAL REVIEW

JI 5/7/2015

## LEGAL REVIEW

LA 29 May 2015

## **MOTION NO. M2015-50**

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 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half International, Inc. dba Robert Half Technology; Slalom, LLC; and TEKsystems, Inc.; to provide on-call temporary staffing services in an aggregate amount not to exceed \$1,500,000, with each contract having an initial term of three years with two one-year options to extend, and (2) execute individual contracts with the above firms that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$1,500,000.

### **BACKGROUND:**

The IT Department contemplates an ongoing need for onsite temporary workers, for varying periods of time from one day to no more than twelve months. As determined and directed by the IT Department, the contracted vendors will furnish skilled temporary contract workers to perform various technical services for Sound Transit including software development, network and software administration and project management.

Sound Transit Information Technology (IT) Department currently has multiple temporary staffing services contracts for individual, specific needs. This action would consolidate the majority of IT temporary staffing under these select contracts, reducing the time needed to meet temporary staffing needs.

Every year, Sound Transit's Procurement and Contracts Department processes 5-10 individual procurements with staffing companies to fulfill specific technical staffing needs for the IT Department. IT currently has 13 contracts with multiple vendors and this action would allow for these individual contracts to be phased out as task orders are completed and current contract terms expire, consolidating the services they provide under these contracts. These contracts help to ensure that IT management staff have the ability to acquire the resources needed to address temporary workload demands and, when necessary, to backfill for vacant positions until they are filled. Additionally, these contracts will allow for better management of temporary staffing services as well as significantly shorten the time it takes to get temporary staffing onsite and working at Sound Transit.

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candidate(s) that best fits Sound Transit's needs. The award of an assignment shall not create any guarantee or obligation on the part of Sound Transit to provide any minimum amount of work to the firms.

**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 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half International, Inc. dba Robert Half Technology; Slalom, LLC; and TEKsystems, Inc.; to provide on-call temporary staffing services in an aggregate amount not to exceed \$1,500,000, with each contract having an initial term of three years with two one-year options to extend, and (2) execute individual contracts with the above firms that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$1,500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 4, 2015.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator