

MOTION NO. M2016-14
IT Temporary Staffing Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	2/04/2015	Final Action	Jason Weiss, CIO Kristin Terry, IT Business Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute individual contract amendments with 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. to provide on-call temporary staffing services in amounts that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$4,500,000.

KEY FEATURES SUMMARY

- In 2015, the Board approved Motion No. M2015-50 which authorized multiple temporary staffing services contracts in order to significantly reduce the time needed to meet temporary IT staffing needs for the Agency.
- The IT temporary staffing services contracts support the agency’s need for skilled technical workers in skillsets such as network administration, software administration, project management and temporary backfill of vacant IT positions as applicable. The services help IT better maintain service level and project delivery schedules, and provide specialized skills above the available workload of existing IT staff.
- The IT Division forecasts 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 Division, the contracted vendors will furnish skilled temporary contract workers to perform various technical services for Sound Transit.
- As additional IT projects to support the growth of operations are approved by the agency, temporary staffing needs for project work have increased. Additionally, typical staff turnover requires that IT utilize temporary staff to ensure continuity of operations.
- IT temporary backfill staffing needs were higher than anticipated during 2015 due to the length of time needed to recruit for and fill open roles, specifically roles that have high customer interaction.
- The additional \$3,000,000 covers the remainder of the three-year term for each contract.

BACKGROUND

The use of IT temporary staffing services ensures that IT management staff have the ability to quickly acquire skilled resources needed to address temporary workload demands and, when necessary, to backfill vacant positions until they can be permanently filled. Due to the nature of the IT job market in the Seattle area, it can take longer to find qualified staff to fill permanent backfill roles. The ability to account for that delay and quickly staff for projects and backfill ensures consistent service and project delivery to customers.

In 2014, the Procurement and Contracts Division partnered with the IT Division to develop a solicitation to meet the temporary staffing service needs of IT and streamline the process of obtaining temporary IT assistance. A total of 34 proposals were received for the initial RFP and six firms were selected for award. The vendors selected were 22nd Century Technologies, Inc., Abacus Service Corporation, Mindlance, Inc., Robert Half International, Inc. dba Robert Half Technology, Slalom, LLC, and TEKsystems, Inc. The contracts took effect June 15, 2015. Since approved, the agency has allocated \$1.2M of the \$1.5M for temporary services under the contracts, providing key temporary IT staff resources. The usage of the contract was higher than anticipated due to higher than expected vacancies and longer recruitment periods for IT positions due to

strong demand for IT staff in the Puget Sound region. This action would provide additional capacity under the contracts to continue to meet key IT project and operational requirements.

To ensure Sound Transit’s use of temporary workers complies with applicable employment regulations, Sound Transit IT will continue to adhere to the adopted guidelines set by HR regarding the acquisition and use of temporary workers, including length of assignments and conditions. Managers are responsible for managing workloads and temporary worker usage.

Backfill roles have included IT Client Services Technicians, IT Systems Administrators, Database Administrators, Microsoft Access Developers, Web Developers, Network Engineers and other skillsets as required on a short or long-term basis to ensure consistent Agency support.

When seeking temporary services for the IT Department, Sound Transit contacts 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 then reviews the candidates submitted by each firm and selects the candidate(s) that best fit Sound Transit's needs. The award of an assignment does 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 additional funds requested under this contract are within existing board approved budgets and forecasts within the agency financial plan for future IT related expenditures. The proposed action will be funded from the Finance and Information Technology (FIT) services budget and the Research and Technology (R&T) Capital budget. The FIT budget of \$42,915,000 includes \$4,067,000 for Professional and Technical services. 2016 funding for this action is included within the \$4,067,000 as set forth in the 2016 adopted budget. The R&T capital budget of \$20,000,000 includes \$17,905,000 for Research and Technology services. 2016 funding for this action is included within the \$17,905,000 as set forth in the 2016 adopted TIP.

Finance and Information Technology Services	Adopted 2016 Budget	Spent to date in 2016	Future 2016 Contract Expenditures	Remaining 2016 Budget
Consulting/Management Services	4,067	-	750	3,317
Other Categories	38,848	-	-	38,848
Total FIT Budget ¹	42,915	-	750	42,165

Research & Technology Program	Adopted 2016 TIP	Spent to Date	This Action	Budget Remaining
Program Development	2,095	1,638	-	458
Research & Technology	17,905	6,079	250	11,575
Total Research and Technology Capital Budget ²	20,000	7,717	250	12,033

Contract Spending Plan	2016 YTD Spending	2016 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.,)	-	1,000	3,500	4,500

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
On-call temporary service contracts	-	-	4,500	4,500
Contingency	-	-	-	-
Total	-	-	4,500	4,500
Percent Contingency	-	-	0%	0%

Notes:
 1. 2016 FIT budget adopted by the Board on December 17, 2015. 2. 2016 Research and Technology lifetime budget as amended by Board on December 17, 2015.

Continued allocation of approximately \$1M/year is expected under the IT Operating budget for consulting and/or temporary services; IT generally has approximately 6-15% vacancy rate, and backfill staffing would be paid out of that variance to budget. Budget for Capital Projects would continue to be allocated as planned under the project charters. Future year expenses will be included in subsequent budgets submitted to the Board for adoption.

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, so 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 this amendment will allow Sound Transit to continue to quickly address operational and maintenance staffing needs.

PRIOR BOARD/COMMITTEE ACTIONS

Motion M2015-50 Authorized 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.

ENVIRONMENTAL REVIEW

JI 1/26/2016

LEGAL REVIEW

LA 28 Jan 2016

MOTION NO. M2016-14

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute individual contract amendments with 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. to provide on-call temporary staffing services in amounts that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$4,500,000.

BACKGROUND:

The use of IT temporary staffing services ensures that IT management staff have the ability to quickly acquire skilled resources needed to address temporary workload demands and, when necessary, to backfill vacant positions until they can be permanently filled. Due to the nature of the IT job market in the Seattle area, it can take longer to find qualified staff to fill permanent backfill roles. The ability to account for that delay and quickly staff for projects and backfill ensures consistent service and project delivery to customers.

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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 execute individual contract amendments with 22nd Century Technologies, Inc.; Abacus Service Corporation; Mindlance, Inc.; Robert Half Technology; Slalom, LLC; and TEKsystems, Inc. to provide on-call temporary staffing services in amounts that exceed \$200,000, provided that the aggregate amount of all of the contracts does not exceed \$4,500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 4, 2016.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator