

**MOTION NO. M2017-14**
**New Contract Agreement for Recruitment Agencies to Support Recruitments for Sound Transit's Capital Projects**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>
Operations and Administration Committee	02/02/2017	Final Action	Mike Harbour, Deputy Chief Executive Officer <b>Stephanie Finney, Manager Human Resources, Recruitment and Retention</b>

**PROPOSED ACTION**

Authorizes the chief executive officer to (1) execute contracts with Harris Rand Lusk; 360 IT Professionals, Inc.; Lincoln & Associates, Inc.; KL 2 Connects: LLC; and Cooperative Personnel Services (dba CPR HR Consulting) for recruitment services to support staffing Sound Transit's Capital projects for two-year terms in an aggregate amount of \$1,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$1,500,000.

**KEY FEATURES SUMMARY**

- This action provides recruitment resources for mission critical, highly specialized, and hard-to-fill positions including Executive level positions, IT, Finance, Engineering, and Construction Management and is intended to ensure Sound Transit's management staff has the needed resources to acquire the talent for their business and the organization.
- This action would provide high quality external services to extensively source and search active and passive candidates through networks that are deep, diverse, and specialized.
- This action would fund services on an as need-basis for two years, with an option to extend the contracts for three additional one-year periods at Sound Transit's sole discretion.
- Sound Transit has selected five vendors to provide recruitment services varying in disciplines in any areas identified.
- The requested funds would be allocated as necessary to the recruitment agencies awarded on these contracts. Every effort will be made to distribute the assignments and dollars among the agencies selected.

**BACKGROUND**

Over the past ten years, Sound Transit has secured contracts with various recruitment firms to fill positions that are deemed hard-to-fill based on the level of skill(s) and/or due to market supply. With the complexity and scope of Sound Transit's portfolio of capital projects, and with the nation's low unemployment and job growth, the competition for talent will intensify. As such, to ensure that Sound Transit has resources on hand to support recruitment efforts, Sound Transit's management has decided to have a roster of eligible and qualified recruitment firms on hand to deliver services.

On October 16, 2016, the Request for Proposals (RFP) for recruitment services was advertised. A total of 16 proposals were received and five were selected. The vendors selected are Harris Rand Lusk; 360 IT Professionals, Inc.; Lincoln & Associates, Inc.; KL 2 Connects: LLC; and Cooperative Personnel Services (dba CPR HR Consulting).

## FISCAL INFORMATION

The proposed action will be funded from the services category within the Executive Department's annual operating budget. The services category budget is \$4,940,045, of which a total of \$625,000 is estimated to be spent in the first year of the contract and is within the agency's budget authority. After approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2017 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

Executive Department	2017 Annual Operating Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	17,740				17,740
Services	4,940		625	625	4,315
Materials and Supplies	183				183
Utilities	1				1
Insurance	2				2
Miscellaneous	1,628				1,628
Leases and Rentals	96				96
<b>Total Annual Operating Budget</b>	<b>24,589</b>		<b>625</b>	<b>625</b>	<b>23,964</b>

Contract Spending Plan	Prior Year Spending	Forecast 2017 Spending	Future Expenditures	Total
360 IT Pro; Harris Rand Lusk, Lincoln & Associates; KL2 Connects: LLC and CPR HR Consulting	-	625	875	1,500

Contract Detail	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value
Multiple Vendors				
360 IT Pro; Harris Rand Lusk, Lincoln & Associates; KL2 Connects: LLC and CPR HR Consulting	-	-	1,500	1,500
Contingency			-	-
<b>Contract Amount - Total</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
Percent Contingency	0%	0%	0%	0%

Notes:

Amounts are expressed in Year of Expenditure \$000.

The 2017 Annual Operating Budget reflects the Adopted 2017 Budget.

## SMALL BUSINESS/DBE PARTICIPATION, AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs).

For this specific contract, 4 of the firms named are small businesses.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## **TIME CONSTRAINTS**

Although one-month delay would not have substantial impact at this time, the agency would prefer to have the contractors in place when a new hiring need arises.

## **ENVIRONMENTAL REVIEW**

Jl 1/18/2017

## **LEGAL REVIEW**

RM 1/27/2017

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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 Harris Rand Lusk; 360 IT Professionals, Inc.; Lincoln & Associates, Inc.; KL 2 Connects: LLC; and Cooperative Personnel Services (dba CPR HR Consulting) for recruitment services to support staffing Sound Transit's Capital projects for two-year terms in an aggregate amount of \$1,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$1,500,000.

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**MOTION:**

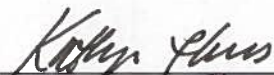
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to (1) execute contracts with Harris Rand Lusk; 360 IT Professionals, Inc.; Lincoln & Associates, Inc.; KL 2 Connects: LLC; and Cooperative Personnel Services (dba CPR HR Consulting) for recruitment services to support staffing Sound Transit's Capital projects for two-year terms in an aggregate amount of \$1,500,000, with three one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$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 February 2, 2017.



Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores  
Board Administrator