

MOTION NO. M2018-15
Information Technology Temporary Staffing Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	03/01/2018	Final Action	Mike Harbour, Deputy CEO Jason Weiss, Chief Information Officer

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 per contract, provided that the aggregate contract amount does not exceed \$4,900,000.

KEY FEATURES SUMMARY

- The proposed action increases the total authorized aggregate contract amount by \$400,000 to provide continued funding through the completion of a new procurement for Information Technology (IT) Temporary Services Contracts.
- Sound Transit utilizes IT temporary staffing services contracts to 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 have helped IT better maintain service level and project delivery schedules and provided specialized skills above the available workload of existing IT staff.
- IT is currently in the process of evaluating proposals for new IT Temporary Services contracts that will replace the contracts relevant to this proposed Board action, however, the evaluation of the proposals is taking longer than anticipated.
- The additional \$400,000 requested by this proposed Board action would provide funding for an additional 2-3 resources, dependent on job type and skill level. The current Board approved amount for the contracts relevant to this proposed action is forecast to run out in March 2018 if placement and current expenditure remains consistent.
- The IT Division forecasts an ongoing need for onsite temporary workers under the contracts relevant to this proposed action until the new contracts for these services can be brought to the Board for consideration, currently estimated in April 2018.

BACKGROUND

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.

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. In 2016, because IT temporary staffing needs were higher than anticipated, the IT Division requested an additional \$3,000,000 to fund the contract through the remaining two years.

In 2017, the IT Division kicked off a new request for proposals to set up a new set of IT temporary staffing contracts. However, due to significant interest in the contract, the review period had to be extended, placing a fiscal strain on the existing set of contracts.

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.

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 and project delivery.

PROCUREMENT INFORMATION

A total of 34 proposals were received for the initial RFP in 2014 and six firms were selected for award of a pool of \$1,500,000. The contracts took effect June 15, 2015.

The base term of the contract expires on June 14, 2018, and at Sound Transit's sole discretion, the contract may be renewed for two optional one-year terms. In 2016, the Board approved an increase of the awarded pool for a new not-to-exceed amount of \$4,500,000.

FISCAL INFORMATION

These on-call contracts would be used for temporary staffing services supporting various staffing needs throughout the Information Technology Division and Information Technology capital projects. The services described in this proposed action will be assigned on an as-needed basis after available budget is verified. Since the proposed services will be assigned on an as-needed basis, the distribution of cost will be determined as project schedules require.

SMALL BUSINESS/DBE PARTICIPATION

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.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would impact temporary staffing services for the IT Division.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2016-14: Authorized 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.

Motion No. 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

KH 1/22/18

LEGAL REVIEW

AJP 1/26/18

MOTION NO. M2018-15

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 per contract, provided that the aggregate contract amount does not exceed \$4,900,000.

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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 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 per contract, provided that the aggregate contract amount does not exceed \$4,900,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 1, 2018.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator