

MOTION NO. M2018-59

Information Technology Temporary Staffing Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/03/2018	Recommend to Board	Mike Harbour, Deputy CEO Jason Weiss, Chief Information Officer
Board	05/24/2018	Final Action	

PROPOSED ACTION

Authorizes the chief executive officer to (1) execute contracts with Hansell Tierney, Inc., Kelly Services, Inc., TEKSystems, Inc., and Robert Half International Inc., to provide on-call temporary staffing services in an aggregate amount not to exceed \$10,000,000, 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 total of all the contracts does not exceed \$10,000,000.

KEY FEATURES SUMMARY

- Sound Transit Information Technology (IT) Department currently has a set of six contracts to provide temporary staffing services that expire in June 2018.
- The IT Department forecasts a continued need for onsite temporary workers for varying periods of time from one day to no more than twelve months (equivalent of 2,080 hours). 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.
- 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 in the technology space requires that IT utilize temporary staff to ensure continuity of operations.
- The contracts would support IT's needs for skilled technical workers for needs such as software development, network administration, software administration, project management, and other temporary backfill as applicable.
- Initial term is three years with the option to extend up to two additional one-year terms.
- The \$10,000,000 is intended to cover up to five years in aggregate, based on current temporary staffing needs.

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 technology 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.

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 Human Resources 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 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 a contract under this pool does not create any guarantee or obligation on the part of Sound Transit to provide any minimum amount of work to the firms.

PROCUREMENT INFORMATION

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions, and determined that a Request for Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0182-17 on November 22, 2017. Proposals were submitted by 62 firms. The proposals were evaluated based on the advertised evaluation criteria including quality of sample candidates and recruitment approach; firm experience and history; price; knowledge and experience of key individuals; outreach efforts and commitment to small businesses and DBEs; and commitment to and compliance with equal opportunity employment law. The evaluation panel determined an initial competitive range of twelve firms and a secondary competitive range consisting of ten firms. Revised proposals were requested from the secondary competitive range from which four offers were determined to be the most advantageous to Sound Transit.

Sound Transit recommends award of this contract based upon the determination that firms' negotiated proposals best meet the evaluation criteria and offer the best value to Sound Transit.

FISCAL INFORMATION

These on-call contracts would be used for temporary staffing services supporting various staffing needs throughout the Information Technology Services Department 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-need basis, the distribution of cost will be determined as project schedules require. Future year expenses will be included in subsequent annual budgets submitted to the board for adoption.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities 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 have a significant impact on the delivery of this contract, as the current set of contracts expires as of June 2018.

ENVIRONMENTAL REVIEW

KH 4/26/2018

LEGAL REVIEW

AJP 4/27/2018

MOTION NO. M2018-59

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to (1) execute contracts with Hansell Tierney, Inc., Kelly Services, Inc., TEKSystems, Inc., and Robert Half International Inc., to provide on-call temporary staffing services in an aggregate amount not to exceed \$10,000,000, 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 total of all the contracts does not exceed \$10,000,000.

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 technology 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.

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 Human Resources 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 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 a contract under this pool does 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 Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to (1) execute contracts with Hansell Tierney, Inc., Kelly Services, Inc., TEKSystems, Inc., and Robert Half International Inc., to provide on-call temporary staffing services in an aggregate amount not to exceed \$10,000,000, 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 total of all the contracts does not exceed \$10,000,000.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 24, 2018.



Ron Lucas
Board Vice Chair

ATTEST:



Kathryn Flores
Board Administrator