

## SOUND TRANSIT

### MOTION NO. M98-77

#### Temporary Employment Services Procurement Amendments BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	11/05/98	Discussion/Possible Action	Lilly Aguilar	684-1657

#### **ACTION:**

Approval of Motion No. M98-77 would increase the budgets for the following temporary employment services contracts: (1) Superior Technical Resources (acquired through intergovernmental agreement with King County) to increase the amount from \$200,000 to \$250,000; (2) Temporary Employment Service Program (acquired pursuant to intergovernmental agreement with City of Seattle) to increase the amount from \$200,000 to \$250,000; and (3) Office Team (sole source procurement) to increase the amount from \$200,000 to \$270,000. The increases are required to cover the anticipated costs of procuring temporary employees through the end of 1998.

#### **BACKGROUND:**

Sound Transit currently has agreed to use seven (7) temporary employment agencies/programs to obtain temporary staff support. The seven temporary employment services are Superior Technical Resources, Business Temps, Account Temps, Office Team, Waldron Resources, City of Seattle Employment Program, and Volt. The cost of procuring temporary staff under each individual contract is at or under \$200,000 with a current total cost for all seven contracts of \$727,452 for staffing services provided over the last two years.

Based on Sound Transit's current and expected need for temporary staff to provide support until vacant positions are filled and during periods of peak demand beyond our normal staff levels, Sound Transit anticipates that the budgets for Superior Technology, Office Team and Temporary Employment Service Program will exceed the \$200,000 by the end of 1998.

In 1998, the workload demand in the organization has often required us to address requests that are immediate in nature. The firms we have been utilizing have provided specialized experience and proven technical competence. During 1998, a greater need for temporary services was required to assist with temporary workload demands, as well as to fill vacant positions until staff was hired. Although we expect to eliminate many temporary assignments as we fill vacant positions, we also expect ongoing fluctuation in our use of temporary employees based on workload demands.

In order to ensure that Sound Transit's use of temporary employees complies with applicable employment regulations, Sound Transit has adopted guidelines regarding the acquisition and use of temporary employees. Managers are responsible for managing and monitoring the use of temporary

employees consistent with these guidelines. The Human Resources Division monitors adherence to these guidelines.

**RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:**

- ◆ Resolution No. 78-1 (April 9, 1998)

(Granting the Finance Committee authority to execute contracts up to \$5,000,000, and allows the Board to authorize non-standard procurements, such as bid or sole source and special circumstances procurements)

- ◆ Approved Sound Transit 1998 budget; review of proposed 1999 budget is ongoing.

**KEY FEATURES:**

Tasks to be addressed under the requested action:

- Increase the budgets for three temporary employment service agencies.
- Maintain current temporary employees for the duration of their temporary assignments.

**FUNDING:**

Sound Transit's adopted 1998 budget specifically includes \$335,977 for temporary employment services. Additional costs for temporary employment services are being funded through position salary savings.

**ALTERNATIVES:**

The Finance Committee could choose to: (1) reject the request for contract amendment approval; or (2) require new solicitations for additional contracts.

**CONSEQUENCES OF DELAY:**

If we do not receive approval for expending beyond \$200,000 for each of these three temporary service agencies, we will need to terminate current assignments. To do so would have a negative impact on departments/divisions progress on a variety of work plans and objectives. Additionally, we would need to expend further staff resources to acquire different contractors to address the needs of managers/directors.

**LEGAL REVIEW:**

Upon review of the background and comments and the motion, the Legal Department finds both documents to be legally acceptable.

**SOUND TRANSIT**

**MOTION NO. M98-77**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to increase the budget of three temporary employment services contracts as follows: (1) Superior Technology (acquired through intergovernmental agreement with King County) to increase the amount from \$200,000 to \$250,000; (2) Temporary Employment Service Program (acquired pursuant to intergovernmental agreement with City of Seattle) to increase the amount from \$200,000 to \$250,000; and (3) Office Team (sole source procurement) to increase the amount from \$200,000 to \$270,000.

**Background:**

Sound Transit currently uses seven (7) temporary employment service agencies to provide temporary employees to the agency on an as-needed basis. Based on current and expected need for temporary employees to provide support until vacant positions are filled and for additional staff support during periods of peak demand beyond our normal staff levels, Sound Transit anticipates that the budgets for Superior Technology, Office Team and the Temporary Employment Service Program will exceed the \$200,000 original contract amount by the end of 1998. Resolution 78-1 requires Finance Committee approval for all contracts exceeding \$200,000.

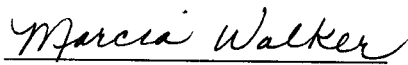
**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that:

The budget for temporary employment service contracts be increased as follows: (1) Superior Technology from \$200,000 to \$250,000; (2) Temporary Employment Service Program from \$200,000 to \$250,000; and (3) Office Team from \$200,000 to \$270,000.

Approved by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 5 day of November, 1998.

ATTEST:

  
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Marcia Walker  
Board Administrator

  
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Greg Nickels  
Finance Committee Chair