

SOUND TRANSIT

MOTION NO. M98-82

Temporary Employment Services Contracts BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	11/5/98	Discussion/Possible Action	Lilly Aguilar	684-1657

ACTION:

Award temporary employment services contracts to local temporary employment services and approve the extension of the intergovernmental agreement to use the City of Seattle's Temporary Employment Service.

BACKGROUND:

Sound Transit published a Request for Proposals for temporary employment services in June 1998. Nineteen firms responded to the proposal; eleven (11) firms were selected for interviews. One firm withdrew. Of the ten firms subsequently considered, the Selection Committee recommended Superior Technical Resources, Employco Staffing, H.L. Yoh, Trigon Technical Services, Volt, Tech staff, People Placers, Kelly Services and Construction Management Technical Services (CMTS) as the most qualified firms to provide temporary services on as-needed basis to Sound Transit. Disadvantaged Business Enterprise participation was strongly encouraged and proposals were required to address each firm's efforts to include DBE participation. Four of the nine service agencies selected are W/DBE certified and one non-certified provider is utilizing M/DBE and WBE subcontractors.

The Selection Committee recommended the selection of the firms listed below to provide temporary help personnel with the various skills requested including but not limited to: administrative and clerical; technical and professional services in such subject areas as contracts, human resources, finance, accounting, information systems, engineering, communications, graphics and legal. The Selection Committee has recommended the use of three firms in each skill area.

Based on projected temporary staffing needs, Sound Transit is requesting approval of a contract amount not to exceed \$500,000 for two firms, Superior Technical and VOLT. These firms are the most experienced firms in the region and we will be relying on them to provide us with the most services for each job category during the life of their contracts. The remaining firms, including four M/WBE certified firms, each will be awarded a contract amount not to exceed \$200,000. If workload demands require additional services from these firms, Board approval will be requested to increase the contract budgets. The firms and services to be provided as summarized in the following table:

Firms	Services to be provided	Contract Amount	DBE/MBE Certified
Superior Technical Resources	Communication & Marketing	\$500,000	
	Graphic Design		
	LAN Administrator		
	Project Assistant		
	Project Coordinator		
	Technical Analyst		
VOLT	All job categories	\$500,000	
Employco Staffing	Administrative Assistant	\$200,000	W/DBE
	Administrative Specialist		
	Paralegal		
	Receptionist		
H.L. Yoh	Contract Specialist	\$200,000	
CMTS	Civil Engineer	\$200,000	Subcontractors:
	General Accountant		ABLE & Associates M/DBE
	Legal Counsel		Crane/Merseth Engineering/Surveying WBE
	Project Assistant		
	Technical Specialist		
Trigon Technical Services	Administrative Assistant	\$200,000	M/DBE
	Administrative Specialist		
	Civil Engineer		
	LAN Administrator		
	Project Engineer		
	Technical Analyst		
	Technical Specialist		
Techstaff	Project Engineer	\$200,000	W/DBE
People Placers	Support Clerk	\$200,000	WBE
Kelly Services	Receptionist	\$200,000	
City of Seattle	All job categories	\$200,000	

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 will be responsible for managing and monitoring the use of temporary employees consistent with these guidelines. Our Human Resources Division and the Legal Department will monitor the 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 sole source and special circumstances procurements)
- ◆ Approved Sound Transit 1998 budget; review of proposed 1999 budget is ongoing.

KEY FEATURES:

- Ensure Sound Transit's management staff has the ability to acquire the temporary staffing resources needed to address temporary workload demands and when necessary to fill vacant positions.
- Includes efficient administrative approach for managing temporary employment services.
- Contracts will be for initial two-year term with a renewal option for one additional year.

FUNDING:

Our proposed 1999 budget includes \$972,864 for temporary employment services. Additional costs for temporary employment services will be funded based on future budgets and through annual salary savings.

ALTERNATIVES:

The Finance Committee could choose not to approve some or all of proposed contracts and/or could alter the budget for each contract. If the contracts are not approved to provide temporary staff support, the agency will not be able to acquire temporary staff as needed. This will 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 managers/directors needs.

CONSEQUENCES OF DELAY:

If we do not receive approval now and we exceed the approved amount at a later time, we will need to bring this matter back on a case by case basis to the Finance Committee for consideration. Taking the approach of raising these on a case by case basis could create timing issues, conflict with assignments, and consequently create administrative burdens and impact the best use of our staff resources.

LEGAL REVIEW:

The background comments and the motion have been reviewed and approved by the Legal Department.

SOUND TRANSIT

MOTION NO. M98-82

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute contracts with Superior Technical, Employco Staffing, H.L. Yoh, Trigon Technical Services, VOLT, Tech Staff, People Placers, Kelly Services, Construction Management Technical Services (CMTS) and extending the intergovernmental agreement with the City of Seattle Temporary Employment Program to provide temporary on-call employees staffing services.

Background:

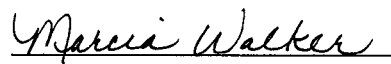
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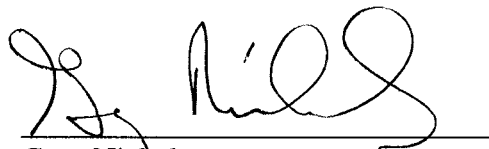
Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute contracts for on-call temporary employment services with Superior Technical (\$500,000), Employco Staffing (\$200,000), H.L. Yoh (\$200,000), Trigon Technical Services (\$200,000), VOLT (\$500,000), Tech Staff (\$200,000), People Placers (\$200,000), Kelly Services (\$200,000), Construction Management Technical Services (CMTS) (\$200,000) and extending the intergovernmental agreement with the City of Seattle Temporary Employment Program (\$200,000), for amounts not to exceed the amounts stated herein.

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:


Marcia Walker
Board Administrator


Greg Nickels
Finance Committee Chair