

STAFF REPORT

SOUND TRANSIT MOTION NO. M2000-119

Temporary Employment Services Contracts

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	11/30/00	Discussion/Possible Action	Betty Laurs, Director of Communications, Marketing, HR Mark Ball, Human Resources Manager	(206) 398-5120 (206) 398-5077

PROPOSED ACTION

Authorizes the Executive Director to execute contracts with four temporary employment firms and approves the extension of the intergovernmental agreement with the City of Seattle's Temporary Employment Service. The temporary on-call staffing services total an aggregate amount not to exceed \$1.9 million and cover a period of two years, with an option to extend for an additional year.

KEY FEATURES

Highlights of Proposed Action:

- ◆ Authorizes the Executive Director to execute contracts with Kelly Services; Volt Services Group; Construction Management Technical Services, Inc. (CMTS); and Environmental Careers Organization (ECO).
- ◆ Authorizes continued use of the City of Seattle's Temporary Employment Services, through the existing intergovernmental agreement.
- ◆ Authorizes a total authorized aggregate amount of \$1.9 million.

Discussion of Proposed Action:

On November 5, 1998, the Finance Committee authorized the Executive Director to execute specified individual contracts for a total of \$2.6 million for temporary staffing services. This contract amount was to cover a period of 24 months, ending November 15, 2000. Subsequent to that authorization, demand for temporary services exceeded the forecast usage for some contracts while leaving others virtually unused. In January 2000, the Finance Committee authorized the Executive Director to combine the remaining temporary service contracts into a single roster of temporary services firms, with an approved aggregate amount of \$1.9 million.

Sound Transit recently published Request for Qualifications and Proposals for temporary employment services for years 2001 through 2002. Ten firms responded to the proposal; six firms were selected for interview. Of the six firms considered, the Selection Committee recommended four (Kelly Services, VOLT, CMTS and ECO) as the most qualified firms to provide temporary services to Sound Transit on an as-needed basis. Disadvantaged Business Enterprise participation was strongly encouraged and proposals were required to address efforts to include DBE participation. CMTS is a minority-owned provider and will use a D/WBE subcontractor.

BUDGET

Funding for this procurement is projected for inclusion in the 2000 through 2002 budgets, as shown in the following table.

AVAILABLE BUDGET		CONTRACT REQUIREMENTS			BALANCE
(a) BUDGET LINE ITEM	(b) 2000-2002 BUDGETS	(c) APPROVED CONTRACT	(d) COMMITMENTS TO DATE	(e) CONTRACT REMAINING	(b)-(e) BUDGET REMAINING
Temporary Services		\$1,900,000	\$0	\$1,900,000	
2000 Budget	\$345,641				
2001 Budget	\$1,015,660				
2002 Budget	\$1,600,000				
Total 3-Year Budget	\$2,961,301				\$1,061,301

Notes to table: Columns (a) and (b) of the above table sets forth the available 2000-2001 and projected 2002 agency-wide budget line items for temporary services. The available 2000 budget figure is the agency's unspent balance as of September 30, 2000. Column (c) shows the total two-year aggregate contract amount for temporary services proposed to the Finance Committee in this motion. Column (d) shows current commitments against the proposed contract (there have been none to date), leaving Column (e) which subtracts the commitments from the proposed contract. This "Contract Remaining" column shows the maximum level of expenditures (\$1.9 million) that might be spent under the proposed temporary services contracts. Finally, the "Balance" column [Columns (b)-(e)] subtracts the maximum contract expenditures from the available 2000-2002 budgets for temporary services, showing an expected budget surplus of approximately \$1,061,301 after all payments under this proposed contract have been made.

ALTERNATIVES

- Consider additional regular position additions.
- Accept delays and/or negative impacts to workload demands, timelines, and/or services.

CONSEQUENCES OF DELAY

Delay in a decision would mean that the agency would need to end temporary employment assignments immediately with any agency where expenditures are nearing current contract ceilings; workload and timelines for projects and services would be negatively impacted.

REGIONAL PARTNERSHIP AND COOPERATION

The intergovernmental agreement with the City of Seattle's Temporary Employment Services aided Sound Transit in reaching a successful temporary staffing alternative by providing opportunities to graduate and undergraduate students through their internship program. The City's outreach services provided Sound Transit with qualified diverse pools of candidates for internships and for specialized temporary staffing needs.

PUBLIC INVOLVEMENT

Not applicable.

LEGAL REVIEW

MBL-MW 11/21/00

SOUND TRANSIT

MOTION NO. M2000-119

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to authorizing the Executive Director to execute contracts with four temporary employment firms and approving the extension of the intergovernmental agreement with the City of Seattle's Temporary Employment Service. The temporary on-call staffing services total an aggregate amount not to exceed \$1.9 million and cover a period of two years, with an option to extend for an additional year.

Background:

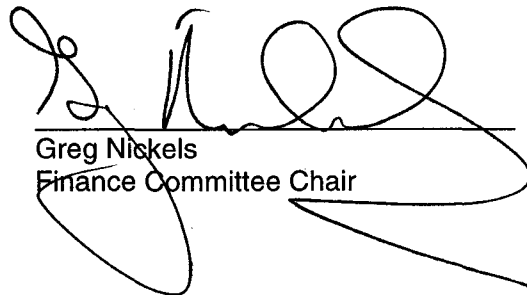
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Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director be authorized to execute contracts with four temporary employment firms and approves the extension of the intergovernmental agreement with the City of Seattle's Temporary Employment Service. The temporary on-call staffing services total an aggregate amount not to exceed \$1.9 million and cover a period of two years, with an option to extend for an additional year.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 30th of November, 2000.



Greg Niskels
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator