



## Legislation Details (With Text)

**File #:** 22-1087      **Version:** 1  
**Type:** Procurement Change Order      **Status:** Agenda Ready  
**File created:** 9/6/2022      **In control:** City Council  
**On agenda:** 9/20/2022      **Final action:**  
**Title:** Approve the award of Change Order #1 to Contract 20-390, Staffing Services, to Addison Group, Pace Systems, Sentinel Technologies, and Stivers Staffing for an amount not to exceed \$217,640 and a total award of \$317,640

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/20/2022	1	City Council	approved	Pass

### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 20-390, Staffing Services, to Addison Group, Pace Systems, Sentinel Technologies, and Stivers Staffing for an amount not to exceed \$217,640 and a total award of \$317,640

**DEPARTMENT:** Human Resources

**SUBMITTED BY:** Jim Sheehan, Director

#### **BACKGROUND:**

The City Manager's Office awarded Contract 20-390 to Addison Group, Pace Systems, Sentinel Technologies, and Stivers Staffing on February 11, 2022 for a two-year term from January 1, 2021 to December 31, 2022, with a completion date of December 31, 2022. The purpose of this contract is to provide contract workers to assist City departments that are short-staffed or need additional short-term resources.

#### **DISCUSSION:**

The City utilizes contract services to supplement current staff. These four temporary agencies have different expertise and access to people to fill a variety of positions. Currently, contract employees are working in the Finance, Information Technology (IT), and Electric Utility departments and are scheduled through the remainder of the year.

City staff has seen an increase in workload and the complexity of work has increased, especially in the departments identified above. The City utilizes these temporary agencies to supplement staff and support the overall volume of business.

In some instances, the additional temporary staff allows the department to analyze and determine the need for and whether or not to hire permanent staff.

The City has also successfully used temporary staffing as an opportunity to vet individuals who are working through the temporary agency and who are then hired into available permanent positions without any conversion cost to the City.

As the pandemic has slowed and the job market continues to fluctuate, the City has also seen an increase in recruiting time and a decrease in qualified and interested candidates for employment. These temporary positions help to offset that lag time.

This Change Order is requested to add \$217,640 to the current contract as there are insufficient funds remaining on the contract to pay existing invoices and in anticipation of future invoices for scheduled temporaries for the remainder of the year.

**FISCAL IMPACT:**

Costs for temporary hires are expensed from the appropriate department budgets. Most temporary staffing is required to fill the production of a vacant position as needed. When the need arises, departments utilize savings in the payroll budget to offset any related costs. Staff recommends the approval of the requested change order to facilitate continuity of service operations.