

Legislation Text

File #: 19-157, Version: 1

CITY COUNCIL AGENDA ITEM**ACTION REQUESTED:**

Approve the award of Option Year One to Contract 16-219, Temporary Employment Services, to FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services for an amount not to exceed \$100,000

DEPARTMENT: Human Resources

SUBMITTED BY: James Sheehan, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

On October 3, 2016, the City Manager approved the award of RFP 16-219, Temporary Employment Services for a two-year term, with three, one-year options to extend. The contract was awarded to four firms; FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services, to ensure qualified and experienced temporary personnel would be available to perform administrative, technical, accounting, clerical and general labor job responsibilities. The original contract amount approved was \$99,000. Subsequent to the initial contract award, a change order was approved by the City Council in April 2018 for an additional \$40,000 to cover additional temporary service needs for the City during the initial contract term.

Since the contract was awarded, the Finance Department, Human Resources Department, IT Department and Department of Public Works have used temporary employment services from these vendors. Specifically, these departments retained temporary staffing for the following functions:

- Finance - Performed data entry associated with implementation of the financial module of the new ERP;
- Human Resources - Performed administrative work during benefits open enrollment;
- IT - Filled the PC technician role for Public Safety until the position was replaced with a full-time position as of March 19, 2018; and
- Department of Public Works - Performed custodial work at the Municipal Center.

DISCUSSION:

Each of the four suppliers performed well during the original two-year contract term. FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services all agreed to a zero-percent increase for the first option year.

The City prefers using multiple vendors to ensure temporary staff coverage for all participating departments when, and if, the need arises. Services from these agencies are available to all City departments. The City found great value in utilizing temporary staff to assist staff during peak times and to supplement needs when permanent positions are open. By using temporary staff, the City also avoids benefit and pension costs thereby controlling overall personnel costs. Due to the uncertainty of the needs of the City for temporary assistance, it is difficult to anticipate the amount of temporary services that will be needed within any given year. Each department director is responsible for determining their need for temporary services and managing the use and related costs for temporary staffing.

The term of the contract extension is from the date of award through December 31, 2019, with two, one-year options remaining.

FISCAL IMPACT:

CIP #: N/A

Temporary staffing services will be used on an as-needed basis. If needed, temporary staffing will be expensed to an HR Services account available within each City department. A total of \$27,781 is budgeted as a retainer for temporary staffing in 2019.

Account Number	Fund Description	Budget Amount
14101100-531305	General Fund	\$88,009
16101100-531305	General Fund	\$25,000