



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

7 - 6

June 8, 1998

To: Board of Directors (Organization and Personnel Committee--Action)
From: *for* General Manager *Edward J. Messing*
Submitted by: Chief of Operations *Kevin L. Walter (for)*
Subject: Authorization to Amend Agreement No. 12625 with COREStaff Support Services, Inc.

RECOMMENDATION

To ensure uninterrupted administration of the Operations Division's Don Adams Memorial Apprentice Program (DAMP), it is recommended that the General Manager be authorized to exercise his option to extend Agreement No. 12625 with COREStaff Support Services, Inc. for an additional year and to increase the maximum amount payable by \$784,000 to \$1,980,000.

EXECUTIVE SUMMARY

Under the Operations Division's DAMP program established in fiscal year 1993-94, minimally or unskilled disadvantaged individuals have an opportunity to work alongside trained District employees to gain skills that are transferable to permanent positions at Metropolitan or elsewhere. The program has been administered by COREStaff Support Services, Inc. since January 1, 1997, under an agreement that allowed for annual extensions for a total of 4-1/2 years. The agency handles all aspects of soliciting participants, performing prescreening of the people, conducting orientation, maintaining the payroll, scheduling medical examinations as necessary, and providing reports to Metropolitan as requested.

JUSTIFICATION

COREStaff was selected through a competitive process in the fall of 1997. They have been doing a good job in administering the DAMP program and their contract allows for an annual extension. Because of the difficulty in finding qualified agencies that can provide workers in the wide geographical area covered by the program and to ensure continued, smooth operation of the program, it is in the District's best interest to exercise its option to extend the agreement for another year.

CONTRACT SUMMARY

Contract Status:	First Amendment	Type of Selection:	RFP
Contract Form:	Professional Services	Firms Receiving RFP:	16
Contract Type:	Time and Materials	Proposals Submitted:	4

MBE / WBE

The Minority-Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) anticipated levels of participation and actual participation levels for COREStaff and its subcontractor are shown below:

	<u>MBE/WBE</u>
Anticipated Participation Level	20%
Actual Participation Level	20%

DETAILED REPORT

In fiscal year 1993-94, the Operations Division implemented its Don Adams Memorial Apprentice Program in the spirit of the District's strategic plan goal of encouraging community outreach and working toward a workforce more representative of the communities within the District's service area. Aimed at unskilled and minimally skilled disadvantaged youth, generally between the ages of 18 and 25, the program helps them gain valuable on-the-job experience that will aid them in obtaining full-time employment, either at the District or elsewhere.

In its first year, more than 50 young people were hired throughout the division; the number was reduced to a total of 30 each fiscal year for 1994-95 through 1996-97. That number is currently at 27. Since the program's inception, 16 people have been successful bidders on the few regular positions that have become available with the Operations Division.

Since its inception, the program has been administered through a temporary employment agency under contract with Metropolitan. Individuals hired are employees of the agency. Positions are available with seven branches in the Operations Division at seven locations in Metropolitan's service area. To ensure that the hiring pool is representative of the community in which each of Metropolitan's facilities is located, participants are hired from the local community. In the fall of 1997, Metropolitan solicited competitive proposals from various temporary employment agencies and requested that the Board approve renewing the contract annually for a term of 4½ years. COREStaff Support Services was selected as the most qualified agency and has been performing well. Funds for this agreement are available in the Annual Operating Budget for 1998-99.