

June 7, 1999

To: Board of Directors (Executive Committee—Action)

From: General Manager _____

Submitted by: Joseph E. Tait
Assistant General Manager _____

Subject: Request to Authorize the General Manager to Enter into and Amend Existing Contracts with Employment Service Agencies and Professional Firms Supplying Temporary Personnel in Excess of the \$250,000 Limitation

RECOMMENDATION(S)

It is recommended that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies and professional firms supplying temporary personnel without regard to the \$250,000 limitation on the General Manager's contract authority. No individual contract will exceed \$2,500,000 in a single-contract year. Amounts paid shall not exceed \$14,394,500 as stated in the Annual Budget for the 1999/00 FY.

DETAILED REPORT

Since 1989, the Board has authorized the General Manager to enter into contracts with employment service agencies and professional firms to obtain temporary personnel for Metropolitan's departments/divisions. Each year a request is submitted to the Board recommending that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies and professional firms supplying temporary personnel without regard to the \$250,000 limitation on the General Manager's contract authority. The use of agency employees affords needed flexibility in obtaining necessary help and in matching job skills for diverse work requirements. Also, the use of such personnel avoids being overstaffed with regular employees at the end of the Capital Improvement Program.

Historically, individual divisions have prepared letters for the Board addressing temporary personnel staffing needs. This has resulted in repetitive requests and possible confusion as to the total amounts budgeted and expended on temporary labor. This letter shall serve as a single, comprehensive request for all divisions and departments within Metropolitan.

Administrative Code Section 8117 limits the General Manager's contractual authority to \$250,000 per contract during any one year. However, a more efficient use of Board and staff time would result from obtaining Board approval for the General Manager to execute each new and amended contract over \$250,000. It is therefore proposed that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies and professional firms supplying temporary personnel without regard to the \$250,000

limitation on the General Manager's contract authority. At no time will an individual contract exceed \$2,500,000 in a single contract year without additional Board approval. The amount paid for all departments/divisions shall not exceed \$14,394,500 as stated in the approved Annual Budget for the 1999/00 FY. A breakdown of the agency temporary budget by division/department is included as Attachment A.

Section 8103(I) of the Administrative Code exempts from competitive bidding professional services contracts such as those which have been or will be set up for the purposes explained in this letter. However, in cases where bidding of these contracts is feasible and appears to be advantageous to Metropolitan, this process will continue to be used.

The employment service agencies and professional firms providing temporary personnel currently being used and the services they provide are listed on Attachment B. Seventeen of the 58 firms (29 percent) Metropolitan currently has contracts with are certified as either women- or minority-owned business enterprises. A work force analysis or affirmative action plan is required of all agencies with which Metropolitan contracts for temporary staff.

Overall monitoring of total expenditures will be performed by the Human Resources Division. New and amended temporary employment contracts will continue to be reported to the Board quarterly in the Quarterly Report of Consulting and Professional Service Agreements.

SLS/bm:rev6

Attachment 9-4A

Attachment 9-4B

Attachment 9-4A

Agency Temporary Budget By Division/Department Fiscal Year 1999-2000	
Division/Department	Amount
Executive Offices	24,000
Engineering	10,000,000
Operations	1,855,900
Human Resources	50,000
IT Service Company	704,900
Finance and Business Services	425,500
Communications	222,000
Water Quality	71,800
Environmental Compliance	95,000
Board of Directors	35,000
Planning and Resources	229,400
Asset Management	56,000
General Counsel	0
Audit	0
General District Requirements	625,000
TOTAL	\$ 14,394,500

Note: Charges related to the Y2K project will be charged against General District Requirements.

Attachment 9-4B

**Employment Service Agencies and Professional Firms
Providing Temporary Personnel**

Act One	McDonnell Douglas Technical
Adecco TAD	Midcorn Corporation
Administrative Business Services, Inc.	Modis
Alternative Resources	Montana Testing & Geotechnical, Inc.
Amvigor Engineering Services	MRC PersonPower, Inc.
Apple One	Murphy, P., & Associates, Inc.
Business Info. Systems Consultants, Inc.	ORSA Consulting Engineers
Butler Services Group	Peak Technical Services, Inc.
CADD Squad	Planetek, Inc.
California Creative Solutions, Inc.	Psomas and Associates
Carerra Consulting	Quantum Technical Solutions
CDI Corporation-West	ReadyTech Professionals, Inc.
Comforce Technical Services, Inc.	Sharf, Woodward & Associates, Inc.
Cordax	Source Services Consulting
CoreStaff Services	Stratus Services Group, Inc.
Courtesy Employment Service	Stockmar
DSS Software Technologies, Inc.	Superior Temporary Services
Encompass Business Solutions	Tech/Aid
FAME	Technology & Process Consulting, Inc.
Fastek Technical Services	Towill, Inc.
Fay Tech Services	Trend Western Technical
Hernandez, Kroone & Associates	Triad Personnel
Hunsaker & Associates	Triad Systems International
Hunt, Robert W., Company	Turner & Associates
IMRI	Underground Construction Managers
Inconen	United Inspection & Testing Co.
Kelly Professional Services	Volt Technical
Krystal Solutions	Westaff (USA), Inc.
Manpower	Yoh, H.L., Company

Services Provided:

Clerical
Administrative
Computer programming
Information technology
Laboratory
Industrial
Engineering design
Drafting and CAD/CAE support
Inspection and construction management
Materials testing

Note: All firms listed currently contract with Metropolitan. This list may not be all-inclusive and may be changed or supplemented as project requirements become better defined.