

- **Board of Directors**  
**Executive Committee**  
**Subcommittee on Organization and Personnel**

June 13, 2000 Board Meeting

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**8-9**

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**Subject**

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

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**Description**

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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. 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 exceeding the General Manager's \$250,000 contract authority limitation. The use of agency employees offers needed flexibility in obtaining necessary help and in matching job skills for diverse work requirements.

Section 8103(I) of the Administrative Code exempts Metropolitan from competitively bidding professional services contracts. However, we will exercise all opportunities to bid contracts and provide more opportunities for diversity to be represented.

In June 1999, 58 firms supplied temporary personnel for Metropolitan, currently there are 44. It is anticipated that there will be a further reduction in the number of contracts after a Request for Proposal (RFP) is completed.

The Human Resources Section will perform overall monitoring of total expenditures. 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.

Nine of the current 44 firms (20 percent) under contract are certified as either women- or minority-owned business enterprises. The goal after Phase III of the reorganization is to significantly expand the list of women-or-minority owned certified enterprises within our contractors.

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**Policy**

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Administrative Code Section 8117: Professional and Technical Services limits the General Manager's contractual authority to \$250,000 per contract during any one year.

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**Board Options/Fiscal Impacts**

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**Option #1**

Authorize the General Manager to amend existing agreements and enter into new contracts with employment service agencies and professional firms supplying temporary personnel, exceeding the General Manager's \$250,000 contract authority limitation.

**Fiscal Impact:** None

**Option #2**

Request Board authorization for individual contracts with employment service agencies and professional firms exceeding the General Manager's \$250,000 contract authority.

**Fiscal Impact:** None

**Staff Recommendation**


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**Option #1**

Authorize the General Manager to amend existing agreements and enter into new contracts with employment service agencies and professional firms supplying temporary personnel exceeding the General Manager's \$250,000 contract authority limitation. No individual contract will exceed \$2,000,000 in a single year. Amounts paid for temporary personnel labor shall not exceed \$8,677,785, as stated in the Annual Budget for the 2000/01 Fiscal Year.

  
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Roy L. Wolfe  
Acting Manager, Corporate Resources

5/16/2000  
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Date

  
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Ronald R. Jester  
General Manager

5/18/2000  
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Date