

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No.	4d
Date of Meeting	August 5, 2014

DATE: July 8, 2014
TO: Tay Yoshitani, Chief Executive Officer
FROM: Dan Thomas, Chief Financial and Administration Officer
SUBJECT: Temporary Staffing for Accounting, Finance & Budget and Internal Audit

Amount of This Request:	\$0	Source of Funds:	Annual operating budget
Maximum Contract Value:	\$1,500,000		

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute up to three contracts with a temporary staffing agency in support of staffing needs for the Accounting & Financial Reporting, Finance and Budget and Internal Audit Departments. The sum of the usage against contract(s) will not exceed \$1,500,000.

SYNOPSIS

This temporary staffing contract will cover vacant positions typically resulting from staff turnover and/or for special projects for Accounting & Financial Reporting, Finance & Budget, and Internal Audit Departments. It has been extremely difficult, through the Port's normal recruiting process, to hire for senior level accounting and financial analyst positions, which has resulted in extended vacancies for key positions. In addition, periodically the Accounting & Financial Reporting, Finance & Budget, and Internal Audit departments have special projects requiring additional temporary staff since existing staff are fully committed to existing operational priorities leaving no time for these occasional and yet critical assignments.

This contract will provide the Port with the flexibility to meet business needs as they arise by allowing accounting, finance and internal audit to hire qualified temporary professional staffing on an as-needed basis for a fixed period of time and at a pre-determined hourly rate. The contract will be for one year with two 1-year options.

BACKGROUND

The Port executed a single contract last fall for a not to exceed amount of \$300,000. However, \$242,542 has been consumed leading to the expectation that this contract will be completed within the very near future. Higher contract usage was due to three vacant financial analyst positions, heavy workloads, and the initial SLOA III reconciliation that was newly executed in November 2013 retroactive to January 1, 2013.

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FINANCIAL IMPLICATIONS

The total contract(s) will not exceed \$1,500,000. No work is guaranteed to the staffing agency and the Port is not obligated to pay until services are rendered.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) Use existing staff to handle all work and special projects, though they may already be fully committed to existing operational priorities, leaving no time to cover work of vacated positions and these occasional and yet critical assignments. This is not the recommended alternative.

Alternative 2) Continue to post open positions with the hope that successful candidates will be hired in the immediate future. Timely hiring is the primary focus for vacant positions, but due to an ongoing shortage of talent in these specific disciplines, hiring qualified candidates often takes six months or more from the date of the vacancy. This is not the recommended alternative.

Alternative 3) Engage in temporary staffing purchased service contract(s) for needs as they arise. This alternative would ensure adequate staffing needs for ongoing work and/or special projects. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None