



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4h

**ACTION ITEM**

**Date of Meeting** September 12, 2017

**DATE:** August 30, 2017

**TO:** Dave Soike, Interim Executive Director

**FROM:** Paula Edelstein, Sr. Director, Human Resources

**SUBJECT:** Temporary Staffing for Accounting, Finance & Budget and Internal Audit

**Amount of this request:** \$2,500,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to replace contracts expiring October 4, 2017, by executing up to three contracts for one year periods with four one-year options with a temporary staffing agency. This is 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 \$2,500,000 expiring five years from execution.

**EXECUTIVE SUMMARY**

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 all 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 four 1-year options. We are looking to unbundle the contract to provide additional opportunities for small and diverse businesses, in particular, those owned by women and minorities, to allow their participation. CPO along with the Small Business Group will be conducting an outreach meeting through the Port of Seattle's Small Business Generator program (PortGen) this September.

Meeting Date: September 12, 2017

**JUSTIFICATION**

The Port executed a contract three years ago for a not to exceed amount of \$1,500,000 and approximately \$1,300,000 will be utilized when ending in early October. Internal Audit, Finance & Budget and Accounting & Financial Reporting have all used the contract with heaviest usage in the Aviation F&B division due to staffing turnover/shortages and special projects.

**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.

**FINANCIAL IMPLICATIONS**

The total contract(s) will not exceed \$2,500,000. No work is guaranteed to the staffing agency and the Port is not obligated to pay until services are rendered.

***Cost Estimate/Authorization Summary***

	Capital	Expense	Total
<b>COST ESTIMATE</b>			
Original estimate	\$0	\$2,500,000	\$2,500,000
<b>AUTHORIZATION</b>			
Previous authorizations	0	0	0
Current request for authorization	0	0	0
Total authorizations, including this request	0	\$2,500,000	0
Remaining amount to be authorized	\$0	\$2,500,000	\$2,500,000

**ATTACHMENTS TO THIS REQUEST**

None

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None