

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. _____ 5g

Date of Meeting _____ April 12, 2011

DATE: April 4, 2011

TO: Tay Yoshitani, Chief Executive Officer

FROM: Gary Buchanan, Director, Human Resources and Development
Kim DesMarais, Employment Manager
Derek Bender, Employment Program Coordinator

SUBJECT: Temporary Agency Services Contract

Amount of This Request: \$2,200,000

Source of Funds: Individual Departmental Budgets

Estimated Workers Employed: 40 FTE

ACTION REQUESTED:

Requests authorization for the Chief Executive Officer (CEO) to execute a one-year contract for a temporary employment services agency with four one-year renewal options to be exercised at the sole discretion of the Port of Seattle. Over the five year contract period (2011-2016), this contract will not exceed \$2,200,000. The selection of the temporary services agency will utilize a fair and competitive process in accordance with our Central Procurement Office policies and procedures.

SYNOPSIS:

The purpose of this memorandum is to obtain Commission authorization for the CEO to execute a contract for a temporary services agency to assist the Port of Seattle in placing temporary employees for varying periods of time throughout the organization on an as-needed basis. The current Temporary Agency Services contract is set to expire on July 2, 2011. Upon selection of the temporary services agency, the Port will utilize these services to staff areas of need for the duration of one day or up to six months with the Port of Seattle's option to extend the assignment for up to an additional six month period of time as outlined in Port Policy EX-10.

These temporary workers are requested by departments throughout the Port to fill immediate, temporary administrative needs as a result of retirement, termination, medical leave, paid time

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off, or general assistance. Each requesting department will be responsible for payment at the agreed upon bill rate outlined in the contract for the services requested.

Various departments will submit their requests for temporary employees to Human Resources and Development, providing information concerning the assignment details and scope of work, the knowledge, skills and/or abilities required to perform the work and the estimated length of time to complete the task.

The temporary agency must then be able to provide immediate personnel to fill these requests with individuals possessing experience, knowledge, skills and/or abilities necessary to complete the work request.

The Port of Seattle intends to competitively award this Temporary Agency Services contract. This memo requests authorization to execute a contract for the Port's ongoing temporary employment needs for 2011 through 2016. If there are subcontracting opportunities, the Request for Proposal will incorporate the Port's small business goals to encourage subcontracting opportunities for small businesses as part of the temporary agency service directives.

BACKGROUND:

The Port of Seattle is currently contracted with AppleOne Employment Agency for placing temporary administrative workers at the Port. This contract has been in place since 2006 and has provided 73,766.64 total hours of work to date which is the equivalent to more than 37 FTE's. The need for temporary agency employees varies over the course of any given year. For instance, in 2008 the Port of Seattle received more than 27,000 hours of service from employees provided by our current Temporary Services Agency. In 2009, the Port received just less than 9,000 hours of service. The amount of this request is calculated based upon the value of the previous contract over the five year period plus an estimated 3% cost of living adjustment for the bill rates.

SCOPE:

Through this contract, the temporary agency will provide the Port with agency employees on an as-needed basis. The Temporary Agency will be required to provide agency employees for varying periods of time ranging from one-day to six months. The Temporary Agency will be required to provide temporary agency employees who are able to perform moderately complex and integrated administrative and/or clerical duties as requested by the Port.

SOURCE OF FUNDS:

The total estimated cost of implementing and executing this contract over a one (1) year period with four (4) one-year options is \$2,200,000.

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Because this contract will be utilized on an as-needed basis and reasons for temporary services cannot always be foreseen, the estimated value of the contract is based upon the utilization of the current temporary agency services since its inception in 2006 with an estimated cost of living adjustment for future anticipated bill rates.

Each Port of Seattle department will be responsible for payment at the agreed upon bill rate outlined in the contract for the services requested. Hourly rates for services are negotiated between Human Resources and Development and the temporary agency. Appropriate rates are set through this contract for the various levels of services requested and delivered. Hourly rates for services are not negotiable between temporary agency employees and the department receiving the service. Human Resources and Development will pay invoices using the receiving department org and subclass information. Each department using temporary agency services will review and reconcile their Procurement Card charges, when applicable.