



(Board Copy)
Washington Metropolitan Area Transit Authority
**METRO ELECTRONIC ACTION
DOCUMENT**

IDENTIFICATION			
MEAD ID:	99288	ACTION:	Initiate & Award
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	03/09/2006		

DESCRIPTION	
SUBJECT:	Temporary Agency Contractor Procurement
PURPOSE:	To initiate a competitively negotiated procurement for the placement of temporary staff within the Authority, as needed, through the use of temporary employment agencies. The contract will be for a three-year base with two one-year options.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
KATRINA WIGGINS on 02/01/2006			Approved by SCOTT II , WILLIAM 03/08/2006		
PHONE:	202-962-2303	OFFICE:	HRMP	DEPT:	Workforce Development and

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
HRMP (5410)	WIGGINS, KATRINA	Approved 03/02/2006
COUN (1410)	O'KEEFFE, CAROL	Approved w/ Comments 03/09/2006
COUN (1410)	O'KEEFFE, CAROL	Re-assigned 03/09/2006
(1120)	Moneme, Emeka	Approved 03/10/2006

FINAL APPROVALS	
OFFICE	NAME/ACTION
HR_CMTE	Approved for AGMW by WILLIAM SCOTT II on 03/08/2006
BEMR	Approved for by Emeka Moneme on 03/10/2006
GM	Approved for GMGR by GMGR CEO on 03/10/2006
BOARD	BOARD WMATA (Not Yet Approved)



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NARRATIVE

On December 12, 2001, the Board of Directors approved the initiation of a procurement to contract with a primary and secondary temporary employment agency to place temporary personnel within the Authority. The current contract ends June 30, 2006. Temporary personnel are routinely requested by the Authority departments to support special projects and departmental staffing shortages as the result of employee absences due to: short/long disability, leave of absence and vacations. When requested by departments, the Office of Human Resource Management and Services will obtain temporary personnel from temporary employment agencies to fill vacancies as described above.

The requests are for secretaries, word processors, clerk typists, data entry clerks and some specialized titles such as buyers, accountants and attorneys. In order to have the appropriate temporary staff readily available when requested, it is recommended that the Authority engage the services of primary and secondary temporary agencies. A competitively negotiated bid is best suited for this program because of the necessity to evaluate proposals in such areas as past performance, company experience, characteristics of the temporary employee pool (database etc.) and experience of the project managers assigned by the employment agencies to handle this account.

Alternative: Discontinue temporary staffing support for the Authority.

Impact on Funding:
 Budget: Operating Budget, Fiscal Year 2007- 2009
 Office: Authority Wide (Blanket Agreement)
 Account: Temporary Help
 This Action: \$1,200,000

Budget Information:
 3 Year Base FY 2007-09 \$1,200,000
 Option Year FY 2010 \$420,000
 Option Year FY 2011 \$420,000

Total = \$2,040,000

Remarks: This is a three-year requirements contract with two one-year options (fiscal 2007 through 2011). The estimated three year base of this action is \$1,200,000 and the total cost is \$2,040,000 if the option years are exercised. Funding for FY 2007 and the option years is subject to Board approval of the budgets for those years and the availability of funds.

Affirmative Action Recommendations: EEO - Contractor will be required to comply with Executive Order 11246, Revised Order #4. The Washington Metropolitan Area Transit Authority (WMATA) believes in and is committed to the principles of equal opportunity and affirmative action in employment and business contracts to ensure compliance with applicable federal laws and WMATA policy.

DBE Program Requirements: Pursuant to the WMATA Board Resolution No. 2001-66, dated November 8, 2001. Since federal grant money is not being used goals are not required. All funding is from the operating budget.

Recommendation: It is recommended that the Board approve this action to initiate a competitively negotiated bid for separate 3 year contracts to a primary and secondary temporary employment agency firms for an aggregate three year base amount of \$1,200,000 and that the Board approve the exercise of up to 2 option years contingent on Board approval of the respective fiscal year budgets and the availability of funds.