

Washington Metropolitan Area Transit Authority
Board Action/Information Summary

<input checked="" type="radio"/> Action <input type="radio"/> Information	MEAD Number: 101133	Resolution: <input type="radio"/> Yes <input checked="" type="radio"/> No
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TITLE:

Temporary Agency Contractors

PURPOSE:

Request Board approval to initiate and award a competitively negotiated procurement to multiple Temporary Employment Agencies for the placement of temporary staff within the Authority. The contracts will be for a three-year base with two one-year options, a total of five years. The funding for FY 2012 and subsequent years is subject to Board approval of the fiscal budget.

DESCRIPTION:

On June 16, 2006, 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, 2011. 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.

The requests are generally for secretaries, word processors, clerk typists, data entry clerks and occasionally 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 with multiple temporary employment 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.

The funding for Temporary employees will be the responsibility of each department based on usage. HR will request from each department account information to assure that funding is available.

FUNDING IMPACT:

Budget:	Operating Budget, Fiscal 2012
Project/Account:	Temporary Staffing/50304010
Project Manager:	Karl Santacroce
Project Department/Office:	DGMA/HR
This Action:	<p>\$500,000 (1st base year) requested approved spending limit for Temporary Employee Services for all of WMATA.</p> <p>2 & 3rd Base Year FY 2013-14 \$1,045,000 Option Year 1 FY 2015 \$562,000 Option Year 2 FY 2016 \$579,000</p> <p>Total for five years \$2,686,000</p>
Remarks:	<p>The Board is requested to approve an action to initiate and award a contract that does not have an immediate funding impact. As services are being rendered funding will be applied. HR's representative that oversees the contract is the Contract Technical Representative (COTR) and monitors spending. This individual oversees that the spending limit is maintained within the projected amount in this action.</p> <p>Positions: Additional positions to be added to the budget. NONE</p>

	FY2012	FY2013	FY2014	FY2015	FY2016
Budget:	\$2,404,350	\$2,476,480	\$2,550,774	\$2,627,297	\$2,706,115
This Action:	500,000	515,000	530,000	562,000	579,000
Prior Approval:	0	0	0	0	0
Remaining Budget:	\$1,904,350	\$1,961,480	\$2,020,774	\$2,065,297	\$2,127,115

RECOMMENDATION:

Approval to initiate and award multiple contracts to temporary employment agencies for an aggregate three-year base amount of \$1,545,000 and exercise of up to two option years, contingent upon Board approval of the respective fiscal year budgets and the availability of funds. The funding for FY 2012 and subsequent years is subject to Board approval of the fiscal budget.