



**February 14, 2018**

**To:** Finance and Administration Committee

**From:** Darrell Johnson, Chief Executive Officer

**Subject:** Amendments to Agreements for Temporary Staffing Services

### **Overview**

On September 28, 2015, the Orange County Transportation Authority Board of Directors approved agreements with Trust Temporary Services, Inc., doing business as Helpmates Staffing Services, and Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, to provide temporary staffing services for a three-year initial term and two, two-year option terms. To continue services, amendments are required to increase the initial term maximum cumulative payment obligation.

### **Recommendations**

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-5-3372 between the Orange County Transportation Authority and Trust Temporary Services, Inc., doing business as Helpmates Staffing Services, in the amount of \$77,500, to continue providing temporary staffing services. This will increase the maximum obligation of the agreement to a total contract value of \$454,405.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Agreement No. C-5-3658 between the Orange County Transportation Authority and Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, in the amount of \$77,500, to continue providing temporary staffing services. This will increase the maximum obligation of the agreement to a total contract value of \$405,244.

### **Discussion**

Temporary staffing services are required to cover unforeseen shortfalls in staff, which, if left unsupported, would have a negative impact on a department's

workload. While some temporary staffing needs can be anticipated, the primary reasons for fluctuations include, but are not limited to, unexpected leaves of absence, employee resignations, and staffing support for special projects that were unanticipated in the early planning stages of the budget process. The Human Resources Department oversees and manages all aspects of the temporary staffing services, including contract compliance and oversight of budget dollar expenditures.

This request is for an increase in the maximum obligation by \$155,000 which amounts to \$77,500 to be allocated to each temporary staffing agreement with Trust Temporary Services, Inc., doing business as Helpmates Staffing Services (Helpmates), and Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services (AppleOne). The increase is necessary to continue services provided by Helpmates and AppleOne during the initial contract term. Since the agreements were awarded, an increased demand for temporary staff support has accelerated requests to fill temporary staffing positions in the last year.

### ***Procurement Approach***

The procurement was originally handled in accordance with the Orange County Transportation Authority's (OCTA) Board of Directors' (Board)-approved procedures for professional and technical services. On September 28, 2015, the OCTA Board approved the award of two agreements with Helpmates and AppleOne. The original agreements were awarded on a competitive basis and include a three-year initial term and two, two-year option terms, in the amount of \$327,744 allocated to each agreement. The Contracts Administration and Materials Management Department has issued two contract amendments for Helpmates and one contract amendment for AppleOne (Attachments A and B).

The initial term of both agreements is through October 31, 2018. Amending the agreements will increase the maximum cumulative payment obligation by \$77,500 for each agreement, bringing the total contract value to \$454,405 with Helpmates and \$405,244 with AppleOne, which will allow both firms to continue providing temporary staffing services.

### **Fiscal Impact**

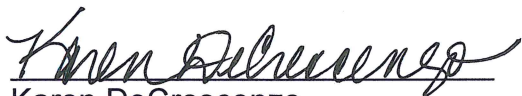
Temporary staffing services are included in the OCTA Fiscal Year 2017-18 Budget and are funded through local funds. These services are utilized on an as-needed basis in response to the individual needs of each department. As such, anticipated expenditures for these services are budgeted as part of each department's budget. The increase of \$155.00 in temporary staffing services can be accommodated within the existing budget authorization.

**Summary**

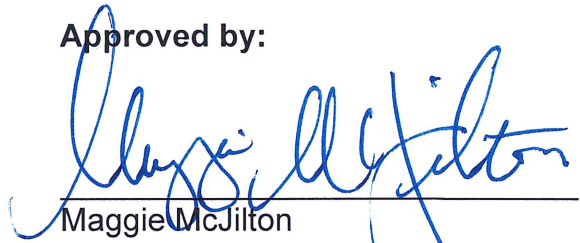
Staff is recommending the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-5-3372 with Trust Temporary Services, Inc., doing business as Helpmates Staffing Services, and Amendment No. 2 to Agreement No. C-5-3658 with Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, to increase the initial term maximum obligation by \$77,500 allocated to each agreement, for a total increase of \$155,000, to continue providing temporary staffing services.

**Attachments**

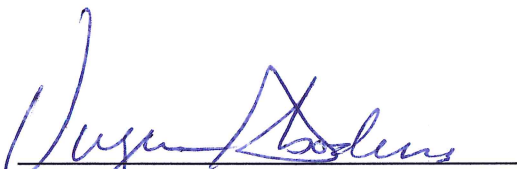
- A. Trust Temporary Services, Inc., doing business as Helpmates Staffing Services Agreement No. C-5-3372 Fact Sheet
- B. Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services Agreement No. C-5-3658 Fact Sheet

**Prepared by:**

Karen DeCrescenzo  
Department Manager, Human Resources  
714-560-5547

**Approved by:**

Maggie McJilton  
Executive Director, Human Resources and  
Organizational Development  
714-560-5824



Virginia Abadessa  
Director, Contracts Administration and  
Materials Management  
714-560-5623