




August 27, 2018

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Amendment to Agreement for Temporary Staffing Services

Overview

On September 28, 2015, the Orange County Transportation Authority Board of Directors approved an agreement with 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, an amendment is required to increase the initial term maximum cumulative payment obligation.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 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 \$83,564.55, to continue providing temporary staffing services. This will increase the maximum obligation of the agreement to a total contract value of \$491,808.55.

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. The use of temporary staff does not add to the number of approved budgeted positions.

On April 23, 2018, the Orange County Transportation Authority (OCTA) Board of Directors (Board) authorized the release of a request for proposals for a firm or firms to provide temporary staffing services going forward. The required amount of \$83,564.55 is to accommodate expenditures to date. For future expenditures, the Board will consider the selection of firms on September 24, 2018. To continue services until Board selection and approval, an amendment is required to increase the maximum cumulative payment obligation in the agreement with Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services (AppleOne).

Procurement Approach

The procurement was originally handled in accordance with OCTA Board-approved procedures for professional and technical services. On September 28, 2015, the Board approved the award of the agreement with AppleOne. The original agreement was awarded on a competitive basis and includes a three-year initial term and two, two-year option terms, in the amount of \$327,744. The Contracts Administration and Materials Management Department has issued three contract amendments for AppleOne (Attachment A).

The initial term of the agreement is through October 31, 2018. Amending the agreement will increase the maximum cumulative payment obligation by \$83,564.55, bringing the total contract value to \$491,808.55, which will allow AppleOne to continue providing temporary staffing services.

Fiscal Impact

Funds 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.

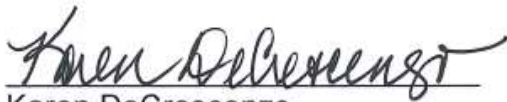
Summary

Staff is recommending the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-5-3658 with Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, to increase the maximum obligation by \$83,564.55, to continue providing temporary staffing services through October 31, 2018.

Attachment

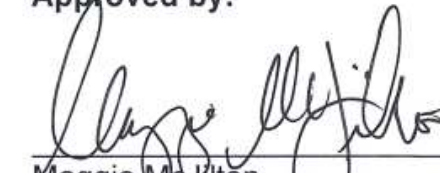
- A. Fact Sheet - Howroyd Wright Employment Agency, Inc., Doing Business As AppleOne Employment Services Agreement No. C-5-3658

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