

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 4/14/2021

**Staff Report No.** 16-121c

---

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Temporary Personnel Placement Services Exercise Service Extension

### ACTION ITEM

#### **RECOMMENDED ACTION(S):**

Consider authorizing the General Manager to exercise one-year options to extend five contracts for Temporary Personnel Placement Services to the following: Apple One, Temp Positions, 22nd Century, PsiNapse, and Abacus through April 30, 2022.

#### **STRATEGIC IMPORTANCE:**

Goal - High-Performing Workforce

Initiative - Employee Recruitment, Training and Retention

Temporary Personnel Placement Services support the District's strategic goal of a High Performing Workforce by ensuring departments can address short-term staffing needs.

#### **BUDGETARY/FISCAL IMPACT:**

Temporary employee use is expected to be limited and in the majority of cases is used to backfill vacant budgeted positions which does not cause additional budgetary impacts. Non-backfill temporary employee use is generally short-term project-based and is expected to be included in departmental budget requests.

#### **BACKGROUND/RATIONALE:**

The District utilizes Temporary Personnel Placement Services to address short-term staffing needs that include backfilling for a vacant position or when an incumbent is unavailable, filling a position for a short duration project, and addressing urgent operational needs or specialized knowledge, skills or abilities.

In February of 2018, The Board approved the award of seven Temporary Personnel Placement Services contracts, each with a base term of three years and two annual options to extend. Of those seven contracts awarded, five of the firms account for 94% of all temporary staff placements during the past three years. They are listed in proportion to their usage:

- Apple One
- Temp Positions
- 22<sup>nd</sup> Century
- PsiNapse

---

- Abacus

To maintain operational continuity while preparing to release a new solicitation for additional Temporary Personnel Placement Services, staff recommends exercising the first one-year option to extend contracts with the five firms listed above that the District currently utilizes. Doing so will allow staff to solicit and review temporary personnel firms that can potentially meet the needs of the District in regard to filling temporary personnel openings.

**ADVANTAGES/DISADVANTAGES:**

Exercising the first one-year option to extend the five contracts will allow the District to continue to meet temporary staffing needs. There are no disadvantages to exercising the option to extend the contracts.

**ALTERNATIVES ANALYSIS:**

The alternative is not to exercise the option to extend the Temporary Personnel Services. If the District does not extend the contracts, the current contracts will expire and create operational hardships in departments currently utilizing temporary employees.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 16-121: Consideration of Exercising Contract Option for Temporary Placement

Staff Report 16-121a: Approval to Exercise Contract Option and Authorization to Release Solicitation for Temporary Personnel Placement Services

Staff Report 16-121b: Temporary Personnel Placement Services

Board Policy No. 244 Temporary Employee Staffing Policy

Board Policy No. 465 Procurement Policy

**ATTACHMENTS:**

None

**Prepared by:**

Yvonne Castro, Human Resources Manager

**Approved/Reviewed by:**

Katherine Minnich, Executive Director of Human Resources

Jill A. Sprague, General Counsel

Chris Andrichak, Chief Financial Officer

Fred Walls, Director of Procurement and Materials