

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/26/2022

Staff Report No. 22-040

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Request for Proposals for Temporary Services

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing the issuance of a Request For Proposals (RFP) for temporary personnel placement services to supplement the current District workforce.

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce

The District has utilized Temporary Personnel Placement Services in the past to address short term staffing needs, including to backfill a vacant position or when an incumbent is unavailable, to fill a position for a project of short duration, and to address urgent operational needs or a requirement for specialized knowledge, skills or abilities.

BUDGETARY/FISCAL IMPACT:

Funding for these services is included in the District's operating budget. Cost estimates are not included in this report to ensure RFP responses are competitive.

BACKGROUND/RATIONALE:

In March of 2017, Board Policy 244 (Temporary Employee Staffing Policy) was approved, which established standards for the appropriate use of temporary employees at the District. With these standards, staff is recommending the issuance of a solicitation for Temporary Personnel Placement Services to provide the District with these services.

The District is seeking to engage one or more temporary personnel placement agencies to assist in filling immediate and critical staffing needs due to vacancies, leaves of absence, and short-term increases in workload. Temporary Placement Services are also used to provide specialized talent for projects that are short in duration.

ADVANTAGES/DISADVANTAGES:

Temporary placement services provide cost-effective additional support during peak hiring demands or staffing shortages.

ALTERNATIVES ANALYSIS:

The District could opt to increase its regular staffing plan in lieu of contracting with temporary placement services. The associated costs of doing so would likely be more expensive.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 244 Temporary Employee Staffing Policy

Board Policy No. 465 Procurement Policy

ATTACHMENTS:

None

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