

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

---

**MEETING DATE:** 6/22/2022

**Staff Report No. 22-358**

---

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

### ACTION ITEM

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

Consider approving the award of six contracts for Temporary Personnel Placement Services (as outlined in the staff report), each with an initial base period of three-years with two one-year options to extend the contract, up to a cumulative maximum term of five-years.

#### **STRATEGIC IMPORTANCE:**

Goal - High-Performing Workforce  
Initiative - Service Quality

The District utilizes Temporary Personnel Placement Services to address short-term staffing needs, including to backfill a vacant position or when an incumbent is unavailable, fill a position for a project of short duration, and address urgent operational needs or a requirement for specialized knowledge, skills or abilities. This allows the District to recruit and maintain a high-performing workforce.

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

The cost for temporary personnel is included in individual department budgets. The use of temporary employees is expected to be limited, which is anticipated to reduce the overall budget spent on temporary services.

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

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

The Board approved the release of a solicitation for temporary personnel placement services on January 26, 2022. A Request For Proposals (RFP) was issued on March 21, 2022, and 13 proposals were received by the deadline on April 15, 2022. Eleven proposals were deemed responsive and responsible. The proposals were then reviewed, evaluated, and scored by a panel that included the District's Sr. Human Resources Administrator for Staffing, Print Shop Supervisor, and a Senior Administrative Assistant from Maintenance.

Procurement staff oversaw the process, which resulted in the selection of six firms:

1. Epic
2. Apple One Employment Services
3. PsiNapse Technology Ltd.
4. CCS Global Tech
5. Cogent
6. Tryfacta

The total cost of each contract will be based on the needs of the District and the available budget. The resulting contracts will be indefinite-delivery/indefinite-quantity (ID/IQ) or on-call as-needed contracts so that the District can rapidly recruit and employ staff to fill an urgent vacancy or for projects that are limited in duration. Spending for each temporary service agreement has historically been about \$1 million per year when three temporary staffing agencies were under contract.

**ADVANTAGES/DISADVANTAGES:**

The advantage of awarding these contracts is that it will provide the District with a variety of temporary personnel placement services. Currently, the District is very limited in firms that provide temporary personnel services, especially in specialized areas such as technology and engineering. Awarding these contracts allows the District to provide continued service to the public during urgent unforeseeable staff absences.

There is no disadvantage to awarding the contracts to the temporary personnel firms.

**ALTERNATIVES ANALYSIS:**

The alternative is to not award temporary personnel services. If the District does not award the contracts, the District could extend the current contracts or begin numerous recruitments for short-term staffing. This will create operational hardships in areas that are currently utilizing temporary employees.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 22-040: Request for Proposals for Temporary Services

Board Policy No. 244 Temporary Employee Staffing Policy

Board Policy No. 465 - Procurement Policy

**ATTACHMENTS:**

None

**Prepared by:**

Monique Chappel, Senior Human Resources Administrator

**Approved/Reviewed by:**

Fred Walls, Director of Procurement and Materials

Sebron Flenaugh III, Executive Director of Human Resources  
Chris Andrichak, Chief Financial Officer  
Jill A. Sprague, General Counsel