

# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

Consent  
December 12, 2006

Honorable Mayor and  
Members of the City Council

**Title:** Contracts for Temporary Employment Services

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution:** 1) authorizing the City Manager to execute one-year contracts beginning January 1, 2007 with Barnes Personnel, Pacific Staffing, and SearchPros Staffing for temporary employment services in an annual amount not to exceed \$600,000 each, with the option to extend for an additional period of two years in an annual amount not to exceed \$600,000 each; and 2) authorizing the City Manager to extend the contracts for an additional two years not to exceed the amount specified above, provided that sufficient funds are available to award the contracts.

**Contact:** Geri Hamby, Director of Human Resources, 808-7173; Gerree Giffin, Human Resources Manager, Human Resources, 808-5600

**Presenters:** N/A

**Department:** Human Resources

**Division:** Employment and Classification

**Organization No:** 1521

### **Description/Analysis**

**Issue:** The City of Sacramento has a need to hire qualified, customer service oriented personnel to carry out assigned responsibilities in a professional and efficient manner. Temporary employees are used when no hiring lists are available, for short-term emergencies, and for special projects requiring additional staff. The companies selected will be able to provide quality workers at a fair price.

**Policy Considerations:** The evaluation and selection process implemented to procure temporary employment services is consistent with City purchasing policies.

**Environmental Considerations:** None

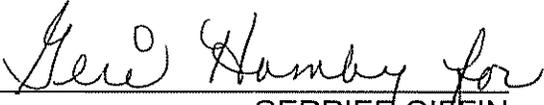
**Commission/Committee Action:** None



**Rationale for Recommendation:** It is more cost effective to use temporary agencies to provide employees for short-term emergencies. A pool of temporary workers requires constant recruitment, advertising, and training of staff that will be used for a limited period of time.

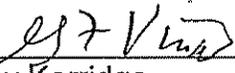
**Financial Considerations:** The funding for temporary employment services is included in each department's operating budget. The total annual cost of temporary employment for fiscal year 2005-2006 was approximately \$1.8 million. The contracts with Barnes Personnel, Pacific Staffing, and SearchPros Staffing are for a period of one year in an amount not to exceed \$600,000 each, with a potential to renew the contracts for an additional two years in an amount not to exceed \$600,000 each. Human Resources referrals to City departments for temporary employment services will be distributed between the three named agencies.

**Emerging Small Business Development (ESBD):** Three of the eighteen responses were certified by the Office of Emerging and Small Business Development (ESBD) as small business enterprises. Two of the three agencies selected, Pacific Staffing and SearchPros Staffing, are certified as small businesses.

Respectfully Submitted by:   
GERRIE GIFFIN  
Human Resources Manager

Approved by:   
GERI HAMBY  
Director of Human Resources

Recommendation Approved:

  
for Ray Kerridge  
City Manager

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## **Attachment 1 Background**

On September 1, 2006, City staff released a Request for Proposals for Temporary Employment Services (RFP). The City of Sacramento received eighteen (18) proposals from employment agencies. A team of Human Resources personnel comprised of representatives of Employment and Classification and Support Services rated the proposals. The team evaluated for competitive rate bids as well as an assurance of quality personnel that could be placed in a timely manner.

Staff recommends that the contracts be awarded to Barnes Personnel in an amount not to exceed \$600,000; Pacific Staffing in an amount not to exceed \$600,000; and to SearchPros Staffing in an amount not to exceed \$600,000, for a combined total amount not to exceed \$1,800,000 per year.

In the past, the City used a pool of temporary workers to fulfill the needs that departments had for employees for a limited duration. The pool required constant advertising, recruitment and training of the pool of workers because the employees in the temporary pool would find permanent placements. It was determined that it would be more cost effective to use a temporary agency to fulfill the City's need for qualified, well trained personnel for these short-term placements.

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

### **AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS FOR TEMPORARY EMPLOYMENT WITH BARNES PERSONNEL, PACIFIC STAFFING AND SEARCHPROS STAFFING IN AN AMOUNT NOT TO EXCEED \$600,000 EACH, FOR A COMBINED YEARLY TOTAL OF \$1,800,000.**

#### **BACKGROUND**

- A. A Request for Proposal for temporary employment services was released asking for proposals to provide temporary employment to City Departments. Eighteen (18) employment agencies responded. A team of Human Resources personnel comprised of representatives from Employment and Classification and Support Services rated the proposals. The team evaluated for competitive rate bids as well as an assurance of quality personnel that could be placed in a timely manner.
- B. Staff recommends that the contracts be awarded to:
- Barnes Personnel in an amount not to exceed \$600,000
  - Pacific Staffing in an amount not to exceed \$600,000
  - SearchPros Staffing in an amount not to exceed \$600,000.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1 The City Manager is hereby authorized and directed to contract with Barnes Personnel, Pacific Staffing, and SearchPros Staffing for temporary employment services for a period of one year beginning January 1, 2007 for an annual amount not to exceed \$600,000 each.
- Section 2 The City Manager is hereby authorized to extend contracts with Barnes Personnel, Pacific Staffing, and SearchPros Staffing for temporary employment services for an additional two years for an annual amount not to exceed \$600,000 each, provided that sufficient funds are available to award the contracts.

