

## Management Committee

Meeting date: January 28, 2015

For the Metropolitan Council meeting of February 11, 2015

**Subject:** Authorization to Award Contract for Temporary Employee Services

**District(s), Member(s):** All

**Policy/Legal Reference:** Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$500,000

**Staff Prepared/Presented:** Todd Rowley, Asst. Director, Human Resources, 651-602-1448; and Marcy Syman, Director, Human Resources, 651-602-1417

**Division/Department:** Human Resources/Talent Management

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute a contract with Masterson Personnel for an amount not to exceed \$1,200,000 for clerical and administrative temporary services.

### Background

Administrative and clerical temporary services are used, when cost effective, to meet critical need, cover absences and to supplement the regular workforce for special projects.

### Rationale

A formal Request for Proposals (RFP) was issued for these services. The RFP also addressed two areas of concern regarding temporary staffing placements:

- Affirmative Action/Protected Class Need Candidates – the requesting and reporting of EEO need candidate placements
- Competitive/Equitable Wages – ensuring temporary staff are paid competitive and equitable wages by comparing vendor temporary employee pay rates to Twin Cities regional market average rates for similar job classifications

Seven proposals were received and evaluated by an evaluation panel based on the following factors: quality (including affirmative action and competitive/equitable wages), qualifications, experience, and price.

Masterson has competitive pricing and demonstrates a clear understanding of the requirements of the scope of work and the needs of the Council.

This contract will be for a period of three years. Expenditures for this service are variable depending on need but are estimated at approximately \$400,000 annually.

### Funding

Individual departments budget for their temporary staffing needs.

### Known Support / Opposition

Departments rely on temporary services from time to time to meet critical need, cover absences or to supplement the regular workforce for special projects.