

Management Committee

Meeting date: October 23, 2019

For the Metropolitan Council meeting of November 13, 2019

Subject: Masterson Personnel temporary staffing services contract amendment

District(s), Member(s):

Policy/Legal Reference: 4-1K Use of Temporary Employees Procedure

Council Policy 3-3 Expenditures Approval of Procurement of goods and services greater than \$500,000

Staff Prepared/Presented: Todd Rowley, Director-Talent Management, 651-602-1448; Marcy Syman, Director of Human Resources, 651-602-1417

Division/Department: Regional Administration, Human Resources

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to amend Contract 14P161 with Masterson Personnel to extend the contract term to March 31, 2020 and add \$250,000 to bring the total contract value to \$2,125,000.

Background

In 2014, the Council issued a request for proposal (RFP) to select a vendor for temporary staffing services that would provide qualified staff, competitive pay and increased assignments for EEO need candidates. Masterson Personnel was awarded a three-year contract for \$1,200,000. The contract value was based on the estimated staffing needs determined in 2014.

In 2017, the Council amended the contract for an additional two years (expiring 12/31/19) and added \$675,000 to meet temporary staffing needs.

A new RFP was issued this summer. Proposals were submitted on September 19. The evaluation panel is currently reviewing the proposals submitted. This amendment will ensure that there is no break in service for temporary staffing needs until the new contract is executed.

Rationale

Amending the contract with Masterson Personnel will ensure there will not be a gap in service for providing temporary staffing needs while the Council finishes the competitive process of selecting a new vendor(s). Masterson will continue to provide qualified individuals for temporary assignments while offering workers competitive wages.

The reasons for temporary assignments are as follows:

- Employee absence (35%)
- Vacant position (27.5%)
- Peak workload (21.2%)
- Special projects (16.3%)

Most assignments are for administrative support (58%).

Thrive Lens Analysis

This contract amendment supports the Thrive principles of Prosperity and Equity with a commitment to providing competitive wages (prosperity) and an increased opportunity for regional residents of various races and ethnicities (equity). **Seventy-nine percent** of all assignments met the EEO need of female, minority, and/or disabled.

Funding

Individual departments budget for their temporary staffing needs.

Known Support / Opposition

No known opposition. Departments rely on temporary staffing services on an as-needed basis to meet critical business needs, cover absences, and supplement the regular workforce for special projects.