

### Management Committee

For the Metropolitan Council meeting of May 28, 2014

**Subject:** Authorization to Amend the Contract with Masterson Personnel Proposed Action

#### **Proposed Action (amended)**

That the Metropolitan Council authorizes its Regional Administrator to amend the current Masterson Personnel Contract (11P076) by:

- ratifying the \$100,000 emergent addition of money in April 2014,
- increasing the dollar amount an additional \$200,000 for the remainder of 2014.

#### **Summary of Committee Discussion/Questions**

Staff presented the business item and indicated that there were two main factors for requesting an extension with the current Masterson Personnel contract. Those main factors are: 1) contract language would remain the same and 2) the rates for temporary staff would remain unchanged since January 2012.

Committee members asked questions about tracking diversity and ensuring competitive wages for temporary staff. Staff indicated that tracking diversity among temporary staff is not being done today and that the actual pay the temporary employee receives from Masterson in comparison with the billing rate to the Council is unknown. Following the discussion, the amended language was offered and approved.

Staff will return to a future Management Committee with a recommendation to extend the current contract based on the information discovered or to start a formal Request for Proposal (RFP) process.

## Management Committee

Meeting date: May 14, 2014

For the Metropolitan Council meeting of May 28, 2014

**Subject:** Authorization to Amend the Contract with Masterson Personnel

**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 authorizes its Regional Administrator to amend the current Masterson Personnel Contract (11P076) by

- ratifying the \$100,000 emergent addition of money in April 2014,
- extending the length of the contract by an additional two years (expiring December 2016). The contract provisions and rates are to remain the same,
- increasing the dollar amount by \$900,000 (an additional \$200,000 for the remainder of 2014 and \$700,000 for years 2015 and 2016).

The amended contract would then be for five years (January 2012 – December 2016) and for a dollar amount of \$1,600,000 (approximately \$320,000 per year).

### Background

After a formal RFP process, the Metropolitan Council entered into a three (3) year contract with the selected vendor, Masterson Personnel, in January 2012 for a total contract amount of \$450,000.

Amendment 1 occurred in October 2013 adding an additional \$150,000 per Council Business Item 2013-274, bringing the contract total to \$600,000.

In April 2014, the emergent funds (\$100,000) were added to the purchase order so that we could process payments but was not amended into the contract. Once ratified, this amount will be amended into the contract as well as the additional funds requested above (\$900,000).

#### Amount Summary

2012	January	Original Contract Amount		\$450,000
2013	October	Amendment 1	\$150,000	\$600,000
2014	April	Emergent Funds	\$100,000	\$700,000
2014	May	Additional 2014 funds	\$200,000	\$900,000
2014	May	2015/2016 funds	\$700,000	\$1,600,000

### Rationale

By extending the current contract with Masterson, the current rates will remain the same. These rates have not changed since the inception of the contract in January 2012. After researching rate competitiveness, it was concluded that the Masterson rates provide the best value to the Council.

In reviewing the temporary staff assignments (59 Council-wide) from January 2012 through March 2014, most of the temporary assignments have been to bridge the gap between when a position becomes vacant and when a position is filled (39%) and to cover peak workloads (24%).

Other work units have used temporary staff to work on various special projects (35%). Projects include: document scanning, data entry, instructional design, creating presentations, updating online information, technical writing, and mailings.

### **Funding**

Individual departments budget for their temporary staffing needs.

### **Known Support / Opposition**

Departments rely on temporary staffing services from time to time to meet critical business needs, cover absences, and supplement the regular workforce for special projects.