

Management Committee

For the Metropolitan Council meeting of January, 28, 2015

Subject: Authorization to Award Contract for Temporary Employee Services

Proposed Action

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

Summary of Committee Discussion/Questions

Staff presented the business item and indicated that a formal Request for Proposals (RFP) was issued for these services. The RFP 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

Committee members asked questions about whether vendors requested more money to track protected class placements and whether vendors could actually do this. Staff answered that vendors that indicated they could track protected class placements did not request additional money to do so. A question was raised as to the type of positions usually requested. Staff explained that 80% of the assignments over the last three years were for clerical positions while the other 20% were more business specific (staffing specialists, professional writers, etc.). Committee members asked if the Council was interested in creating a pool of applicants for clerical positions. Staff indicated that pools are created periodically for non-clerical positions, but not for clerical positions due to the uniqueness of each work unit. Staff provided statistical information regarding the percent of usage per division and the average length of assignment.

Therefore, Committee members approved the motion to 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 services.

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.