



## Board Report

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**File #: 21-549, Version: 1**

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- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Temporary Staffing Services based on the criteria set forth in RFP #10802. The agreements are between the County of Monterey and the four (4) named vendors as follows: Slingshot Connections LLC, Manpower Group US Inc, Balance Staffing Workforce and HB Staffing, on an as-needed basis for the initial term of five (5) years from July 1, 2021 through and including June 30, 2026. The aggregate amount over the term of all Agreements shall not exceed \$12,000,000, in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Temporary Staffing Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate June 30, 2026; and
- c. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$12,000,000, even if no additional Agreements are entered.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Temporary Staffing Services based on the criteria set forth in RFP #10802. The agreements are between the County of Monterey and the four (4) named vendors as follows: Slingshot Connections LLC, Manpower Group US Inc, Balance Staffing Workforce and HB Staffing, on an as-needed basis for the initial term of five (5) years from July 1, 2021 through and including June 30, 2026. The aggregate amount over the term of all Agreements shall not exceed \$12,000,000, in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Temporary Staffing Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate June 30, 2026; and
- c. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$12,000,000, even if no additional Agreements are entered.

### SUMMARY/DISCUSSION:

The new Agreements for Temporary Employment Services have a more comprehensive Scope of Work that includes addressing immediate declared local emergency needs. The Scope of Work includes new criteria and reporting requirements designed to ensure that there is no basis on which temporary workers could be considered County employees. Attempts to regulate hours worked by temporary workers in the past have revealed difficulties in maintaining both reporting and compliance. In creating the above Agreements, departments have been provided a way to secure needed services while adhering to all applicable laws and regulations.

Countywide Service Agreements are generally provided as a service and convenience to departments, and not as a mandatory usage service. It is standard practice in the County that departments may enter into their own agreements, with separate terms and conditions, for services already provided under a Countywide Service Agreement. However due to the nature of the requirements for temporary services, including the need to track annual hours worked, separate departmental agreements may be problematic. It is the recommendation of the County Director of Human Resources that the Board of Supervisors require all Temporary Employment Services Agreements created during the term of the RFP 10802 agreements to include the time reporting and hours limit requirements contained in RFP 10802 in their scope of work. To ensure that this process is being followed, it is also the recommendation of the County Director of Human Resources that all additional agreements and amendments for Temporary Staffing Services created during the term of these RFP 10802 agreements require the review and signature of the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor, superseding any previously granted signature authority to any other party.

Approval of the recommended action will enable the County to assure a reliable source of Temporary Staffing Services on an as-needed basis to the County of Monterey for the term of five (5) years from July 1, 2021 through and including June 30, 2026. Services shall include but are not limited to the following: a) send temporary staff worker to the location requested by the County, b) address immediate declared local emergency related operational needs, and c) provide required reports, Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10802. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$12,000,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally, it is recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to increase the cumulative ‘not to exceed’ amount by up to 10% of the original aggregate amount of \$12,000,000 whether or not additional agreements are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

#### **OTHER AGENCY INVOLVEMENT:**

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the and Auditor-Controller’s Office as to financial provisions.

#### **FINANCING:**

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10802 is not anticipated to exceed \$12,000,000 over the five (5) year term.

#### **BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Security is a vital part of ensuring visitors as well as employees are safe when conducting business at a county facility.

Economic Development

☒ Administration

Health and Human Services

☐ Infrastructure  
☐ Public Safety

Prepared by: Debra Wilson, PhD, MA III Contracts/Purchasing Dept., 4995

Approved by: Mike Derr, Contracts/Purchasing Officer, 4992

Attachments:

- 1) Slingshot Connections LLC, Agreement
- 2) Manpower Group US Inc., Agreement
- 3) Balance Staffing Workforce, Agreement
- 4) HB Staffing, Agreement