



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder-
Assessor
Department No.: 062
For Agenda Of: 07/19/2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Joseph E. Holland, Clerk-Recorder-Assessor
Director(s)
Contact Info: Wesley Welch, Fiscal Manager x 2214

SUBJECT: **Third Amendment to Agreement for Services of Independent Contractor with Robert Half International Inc.**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Approve, ratify and authorize the Chair to execute the third amendment to the Agreement for Services of Independent Contractor with Robert Half International Inc. doing business through its division Office Team, in an amount not to exceed \$550,000; and
- b. Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to execute a Third Amendment to the Agreement with Robert Half International Inc. doing business through its division Office Team to amend Exhibit B-Payment Arrangements and Attachment B1-Schedule of Fees.

Auditor-Controller Concurrence

As to form: Yes

Background:

The County executed an Agreement with Office Team on October 6, 2015 for temporary staffing services. The Elections Division is requesting the not-to-exceed amount in Exhibit B-Payment Arrangements be increased from \$450,000 to \$550,000. The requested increase would allow the Elections Division to staff additional positions required and increase the pay rates.

During the FY 2016-17 budget hearings, the Board of Supervisors approved a \$120,000 increase needed to staff additional positions in the registration area. The increase was in part due to the increase in workload during a Presidential General Election, particularly because it will be an open seat race in 2016. The increase was also due to the implementation of VoteCal, a statewide voter registration database.

The majority of the temporary positions staffed by Office Team for the Elections Division are for data entry and processing and have been at the \$10.00 pay rate since 2000. During that time, the California minimum wage has increased from \$5.75 per hour to \$10.00 per hour, a 73.9% increase. Filling the temporary positions for the 2016 Presidential Primary Election was particularly challenging with the \$10.00 pay rate matching the California minimum wage. Although Office Team was able to staff the number of positions the Elections Division requires, finding qualified applicants with the skills necessary to perform the job duties at the current pay rates was difficult. Attachment B1-Schedule of Fees outlines the bill rates for each of the positions currently staffed by Office Team. The current bill rates are \$16.83 (\$10.00 pay rate), \$20.55 (\$12.00 pay rate), and \$22.95 (\$14.00 pay rate). The current bill rate markup ranges from 63.9% to 68.3%. The Elections Division has negotiated with Office Team to have a fixed bill rate markup of 60% if the pay rates are increased. The County is proposing raising the pay rates to \$12.00, \$13.50, and a rate to match the Administrative Office Professional I Step A rate which is currently \$15.22.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: There is no fiscal impact from these recommended actions as the 2016-17 Board Adopted budget contains the necessary appropriations to meet the estimated costs.

Key Contract Risks:

The vendor is an established reputable vendor that has been providing reliable service to Elections since 2008. The main risks with this vendor would be the inability to recruit the high number of staff required for each election at the level of skill required for the critical election tasks. This risk would be inherent with any vendor given the volume of staff required. In consideration of past experience with this vendor, and demonstrated ability to provide the required service, the overall contract risk is considered to be low.

Special Instructions: Send copy of minute order to Wesley Welch in the Clerk-Recorder-Assessor and a copy of the fully executed contract.

Attachments:

C:\Users\cdownie.CO\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\F3WPS1M6\Robert Half International Board Letter for 7-19-16.docx
!BoardLetter2006.dot v 1106c

A. Robert Half International Amendment #3

Authored by:

Heather McCaslin

cc: