



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: Human Resources
Department No.: 064
For Agenda Of: July 17, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Don Nguyen, Business Manager, 568-2823

SUBJECT: Local Vendors-County Wide Contracts for Temporary Staffing FY 17-18 and FY 18-19

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the Agreements for Services of Independent Contractor to provide temporary employment services for the period of June 19, 2018 through June 30, 2019 in an amount not to exceed \$175,000 for the duration of the contract, with each of the following local vendors
 - i. Crossroads Staffing
 - ii. Robert Half International Inc. EOE
- B. Determine that the County's economic interests are served by such a contract, pursuant to Government Code Section 31000.4, by meeting immediate administrative staffing needs that arise suddenly and cannot be met through the County's extra help hiring process; and
- C. Determines pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

County departments utilize temporary employment services to fill short term, often unanticipated or emergency staffing needs such as filling behind an employee with a sudden illness or meeting the needs of a peak workload. California Government Code Section 31000.4 authorizes the use of temporary employees to a period of no more than 90 days. Both vendors have extensive experience meeting the needs of County Departments. By establishing contracts with both vendors departments will have the flexibility to use whichever vendor can supply the best qualified people, at the most competitive cost, within the timeframe needed by the department. While these contracts provide a not to exceed amount of \$175,000 for the duration of the contract for each vendor, it does not commit the County to any minimum level of spending.

Background:

i. Crossroads Staffing:

Crossroads Staffing Services has been supplying multiple departments throughout the County with temporary personnel since 2008, and has demonstrated their ability to provide quality temporary staffing services at a reasonable price.

ii. Robert Half International Inc. EOE:

Robert Half International Inc. has also been supplying temporary personnel since 2008. Again, they have consistently demonstrated their ability to provide temporary staffing services at a reasonable price.

Performance Measure:

NA

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Departments budget for temporary help at various levels depending on their anticipated needs. Establishing multiple contracts provides a competitive environment in which departments will be able to select the services that provide them with the most favorable terms. The County is under no obligation to purchase any minimum level of temporary services.

Key Contract Risks:

Risk to the County is limited. As the employer of record Crossroads and Robert Half International Inc. are required to carry General Liability, Workers' Compensation, and Unemployment Insurance for the temporary workers. The agreements allow the County to dismiss any staff provided by the vendors for unsatisfactory performance or behavior. The County has used both vendors successfully for several years with no significant issue.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions: Please return one copy of each executed agreement to Human Resources attention Tracy Rogers.

Attachments:

Attachment A: Agreement for Services of Independent Contractor – Crossroads Staffing

Attachment B: Agreement for Services of Independent Contractor – Robert Half International

Authored by: Don Nguyen

cc: