



SAN DIEGO
HOUSING
COMMISSION

HOUSING AUTHORITY REPORT

DATE ISSUED: May 5, 2010 **REPORT NO:** HAR 10-033

ATTENTION: Members of the Housing Authority
For the Agenda of June 15, 2010

SUBJECT: Amendment and Additional Funding of Temporary Employment Agency
Services Contracts

COUNCIL DISTRICT: Citywide

REQUESTED ACTION:

That the Housing Authority approve amendments to temporary employment agency services contracts with both Kelly Services and Manpower of San Diego.

STAFF RECOMMENDATION:

Authorize the President and Chief Executive Officer (CEO) to execute documents to amend the contracts between the Housing Commission, Kelly Services and Manpower of San Diego by adding two one-year option renewals to these contracts.

SUMMARY:

The Housing Commission requires temporary employment agency services at all locations to fill vacancies due to extended vacations, lengthy recruitment periods, workers' compensation and illness/disability leaves. These services are used for both planned and unplanned absences.

In October 2008, staff issued a Request for Proposal (RFP) for temporary agency staffing services. Outreach included emails to temporary employment agencies, general notices published in the San Diego Daily Transcript, La Prensa, and San Diego Voice and Viewpoint, and a notice on the Housing Commission's website.

Based on evaluation of the criteria included in the procurement process, Kelly Services and Manpower of San Diego were selected. Each contract term was originally intended to be for the duration of two years with three additional one-year options. The proposed combined expenditures for both temporary employment agencies were not to exceed \$500,000 in any contract year. The Housing Commission approved the contracts with both Kelly Services and Manpower of San Diego on March 20, 2009, as presented. Subsequently, the Housing Authority approved the contracts on April 21, 2009 for only one year, due to questions about the use of temporary employees, and these contracts are scheduled to expire on June 30, 2010.

The Housing Commission has been working with Kelly Services and Manpower of San Diego and is satisfied with the services provided. Therefore, staff recommends amending the existing contracts to add two one-year extension options.

May 5, 2010

Amendment and Additional Funding of Temporary Employment Agency Services Contracts

Page 2

Additionally, staff recommends decreasing the funding for the contracts to a not to exceed amount of \$400,000 combined per year. The lowered amount results from a decrease in temporary agency utilization and budget approval to convert long-term temporary staff to regular staff appointments in 2010.

FISCAL CONSIDERATIONS:

Funds for additional years will be budgeted in the applicable fiscal year budgets.

EQUAL OPPORTUNITY AND CONTRACTING INFORMATION:

Kelly Services and Manpower of San Diego are not certified as Disadvantaged, Women Owned or Disabled Veteran Business Enterprises. Certificates of Compliance and Workforce Analyses have been provided, and show that this vendor is in compliance with the San Diego Housing Commission Equal Opportunity Program, Federal, State and Local laws.

Information on Kelly Services' Workforce Analysis indicates that 88 percent of the company's workforce is disadvantaged. Information on Manpower of San Diego's Workforce Analysis indicates that 63 percent of the company's workforce is disadvantaged.

Both contracts qualify as Section 3 contracts and all applicable regulations will be applied.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

The Housing Commission approved the contracts with Kelly Services and Manpower of San Diego on March 20, 2009. The Housing Authority approved the contracts on April 21, 2009.


COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

In October 2008, staff issued a Request for Proposal (RFP) for temporary agency staffing services. Outreach included emails to temporary employment agencies, general notices published in the San Diego Daily Transcript, La Prensa, and San Diego Voice and Viewpoint, and a notice on the Housing Commission's website.


ENVIORNMENTAL REVIEW:

This is not a project within the meaning of the California Environmental Quality Act (CEQA) and is categorically exempt under the provisions of the National Environmental Protection Act (NEPA).

Respectfully submitted,


Tina Holmes
Human Resources Manager

Approved by,


Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

May 5, 2010

Amendment and Additional Funding of Temporary Employment Agency Services Contracts

Page 3

Attachments:

- 1) Proposed Amendment to Temporary Employment Agency Contract with Kelly Services.
- 2) Proposed Amendment to Temporary Employment Agency Contract with Manpower of San Diego.

Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.



SAN DIEGO
HOUSING
COMMISSION

Business Services Department

TEMPORARY EMPLOYMENT SERVICES

WITH

KELLY SERVICES, INC.

AMENDMENT NO. 1

The agreement for temporary employment services between the SAN DIEGO HOUSING COMMISSION and KELLY SERVICES effective July 1, 2009, is hereby amended as follows:

1. The parties agree that the Agreement shall be extended until June 30, 2011.
1. The total contract amount for the time period of July 1, 2009 through June 30, 2010, was not to exceed the sum of \$250,000.00. The contract amount for the time period of July 1, 2010 through June 30, 2011 shall not exceed the sum of \$200,000.00. The aggregate contract amount shall not exceed the sum of \$450,000.00.

All other provisions of the Agreement shall remain in effect.

END OF AMENDMENT NO. 1

SAN DIEGO HOUSING COMMISSION

KELLY SERVICES, INC.

By: _____

By:  _____ ADRIAN DUARTE

Title: _____

Title: BRANSON MANAGER _____

Date: _____

Date: 5/12/2010 _____



TEMPORARY EMPLOYMENT SERVICES

WITH

MANPOWER SAN DIEGO

AMENDMENT NO. 1

The agreement for temporary employment services between the SAN DIEGO HOUSING COMMISSION and MANPOWER SAN DIEGO effective July 1, 2009, is hereby amended as follows:

- 1. The parties agree that the Agreement shall be extended until June 30, 2011.
- 1. The total contract amount for the time period of July 1, 2009 through June 30, 2010, was not to exceed the sum of \$250,000.00. The contract amount for the time period of July 1, 2010 through June 30, 2011 shall not exceed the sum of \$200,000.00. The aggregate contract amount shall not exceed the sum of \$450,000.00.

All other provisions of the Agreement shall remain in effect.

END OF AMENDMENT NO. 1

SAN DIEGO HOUSING COMMISSION

MANPOWER SAN DIEGO

By: _____

By: Trevor Blair

Title: _____

Title: Business Development Mgr.

Date: _____

Date: 05/12/10