



EXECUTIVE SUMMARY

DATE ISSUED: February 7, 2012 **REPORT NO:** HCR12-048

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of February 17, 2012

SUBJECT: Revision to Temporary Employment Agency Services Contracts for FY12

COUNCIL DISTRICT: Citywide

SUMMARY:

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

During Fiscal Year 2012, the agency has continued to have a need for temporary staffing due to ongoing document imaging projects for various departments, the waiting list data purge project and staff turnover. In addition, in order to maintain production and service levels, staff has had to extend temporary assignments in certain administrative classifications only provided by one staffing agency, Kelly Services. As a result, the contract with Kelly Services will exceed the amount available in the existing contract for Fiscal Year 2012. As agency staffing plans are still being developed and modified, Staff is recommending that the Housing Commission amend both contracts to increase them by a sum of \$50,000.00, respectively, to bring the maximum not to exceed amount for FY 2012 to the sum of \$250,000 for Kelly services and \$250,000 for Manpower of San Diego. The Fiscal Year 2012 contracts are set to expire on June 30, 2012.

STAFF RECOMMENDATION:

That the Housing Commission approves a contract revision with an increase of \$50,000, respectively for temporary agency services in FY 2012 with Kelly Services and Manpower of San Diego.

FISCAL CONSIDERATIONS:

The temporary agency staff used to fill vacant permanent positions and assist in long-term projects has resulted in cost savings in the salary and benefits budget. These cost savings will offset the temporary agency expenditures in FY2012, negating the need to revise the budget for the contract amendment.

REPORT CONTACT: Maurcell L. Gresham 619-578-7485



REPORT

DATE ISSUED: February 7, 2012

REPORT NO: HCR12-048

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of February 17, 2012

SUBJECT: Revision to Temporary Employment Agency Services Contracts for FY12

COUNCIL DISTRICT: Citywide

REQUESTED ACTION:

Approval of the amended San Diego Housing Commission (“Housing Commission”) Contracts with Kelly Services and Manpower of San Diego.

STAFF RECOMMENDATION:

That the Housing Commission approves a contract revision with an increase of \$50,000, respectively for temporary agency services in FY 2012 with Kelly Services and Manpower of San Diego (Attachments 1 & 2).

SUMMARY:

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

During Fiscal Year 2012, the agency has continued to have a need for temporary staffing due to ongoing document imaging projects for various departments, the waiting list data purge project and staff turnover. In addition, in order to maintain production and service levels, staff has had to extend temporary assignments in certain administrative classifications only provided by one staffing agency, Kelly Services. As a result, the contract with Kelly Services will exceed the amount available in the existing contract for Fiscal Year 2012. As agency staffing plans are still being developed and modified, Staff is recommending that the Housing Commission amend both contracts to increase them by a sum of \$50,000.00, respectively, to bring the maximum not to exceed amount for FY 2012 to the sum of \$250,000 for Kelly services and \$250,000 for Manpower of San Diego. The Fiscal Year 2012 contracts are set to expire on June 30, 2012.

FISCAL CONSIDERATIONS:

The temporary agency staff used to fill vacant permanent positions and assist in long-term projects has resulted in cost savings in the salary and benefits budget. These cost savings will offset the temporary agency expenditures in FY2012, negating the need to revise the budget for the contract amendment.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

In October 2008, staff issued a Request for Proposals (RFP) for temporary agency staffing services through which Kelly Services and Manpower of San Diego were selected. On April 21, 2009, the

Housing Authority of the City of San Diego (“Housing Authority”), subsequently, approved the award of contracts to Kelly Services and Manpower of San Diego in an amount not to exceed \$250,000 for each vendor, respectively, for a period of one (1) year.

In April 2010, staff recommended that the Housing Commission approve amendments to the temporary employment agency services contracts to add two (2) additional one-year option renewals to each contract. In addition and, based on usage during Fiscal Year 2010, staff recommended decreasing the funding for the contracts in an amount not to exceed \$200,000 for each contract during FY11. This action was approved by the Housing Commission on April 16, 2010, and subsequently, by the Housing Authority on June, 15, 2010. On July 20, 2011 the Housing Commission approved a revision to the temporary employment agency service contracts to increase their values to a not to exceed amount of \$250,000 respectively for 2011.

ENVIRONMENTAL REVIEW:

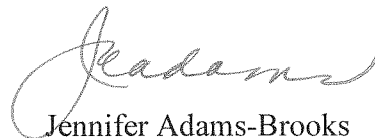
This activity is not a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to Section 15060(c) (3) of the State CEQA guidelines. Processing under the National Environmental Policy Act is not required as no federal funds are involved.

Respectfully submitted,



Maurcell L. Gresham
Acting Director of Contracts Management
San Diego Housing Commission

Approved by,



Jennifer Adams-Brooks
Executive Vice President & Chief of Staff
San Diego Housing Commission

Attachments: 1 – Amendment No. 3 to the agreement with Kelly Services
2 – Amendment No. 3 to the agreement 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.



Administrative Services Department

SAN DIEGO HOUSING COMMISSION

TEMPORARY EMPLOYMENT SERVICES

WITH

KELLY SERVICES, INC.

THAT AGREEMENT, entered into on or about the 1st day of July 2009 between:

Commission: SAN DIEGO HOUSING COMMISSION
1122 Broadway, Suite 300
San Diego, CA 92101

and the Contractor: KELLY SERVICES, INC.
909 West Big Beaver Road
Troy, MI 48084

For the period of effective July 1, 2011 through June 30, 2012 is hereby amended as follows, by this THIRD AMENDMENT:

1. Section 104. COMPENSATION AND METHOD OF PAYMENT

b. Maximum Compensation

By this amendment the compensation for the period ending June 30, 2012 is increased by the sum of Fifty Thousand and No/100 Dollars (\$50,000.00). The contract maximum amount, as amended by this Third Amendment, shall not exceed the sum of Two Hundred Fifty Thousand Dollars and No/100 (\$250,000.00). Contractor acknowledges that the Housing Commission is under no obligation to compensate Contractor for services rendered or expenses accrued under this Agreement in excess of the maximum compensation specified above.

It shall be the responsibility of the Contractor to monitor its activities to ensure that the scope of services specified in Contract Attachment No. 2 (Specifications/Scope of Services) may be completed and no charges accrued in excess of the maximum compensation during the term of this Agreement. In the event that the services required cannot be completed within the amount specified, or it appears that the maximum compensation may be exceeded before the term expires, Contractor shall notify the Commission.

Except as expressly amended herein the AGREEMENT shall remain in full force and effect and unaltered and unamended by this THIRD AMENDMENT

All other provisions of the Agreement shall remain in effect.

END OF AMENDMENT NO. 3

IN WITNESS WHEREOF, the parties have caused this THIRD AMENDMENT to be executed this _____ day of _____, 2012.

SAN DIEGO HOUSING COMMISSION

KELLY SERVICES, INC.

By: _____
Jennifer Adams-Brooks

By: _____

Title: Executive Vice President & Chief of Staff

Title: _____

Date: _____

Date: _____

Approved as to Form:

Christensen & Spath LLP,
General Counsel for San Diego Housing Commission

By: _____
Charles B. Christensen, Esq.



SAN DIEGO HOUSING COMMISSION

TEMPORARY EMPLOYMENT SERVICES

WITH

MANPOWER SAN DIEGO

THAT AGREEMENT, entered into on or about the 1st day of July 2009 between:

Commission: SAN DIEGO HOUSING COMMISSION
1122 Broadway, Suite 300
San Diego, CA 92101

and the Contractor: MANPOWER SAN DIEGO
1855 First Avenue, Suite 300
San Diego, CA 92101

For the period of effective July 1, 2011 through June 30, 2012 is hereby amended as follows, by this THIRD AMENDMENT:

1. Section 104. COMPENSATION AND METHOD OF PAYMENT

b. Maximum Compensation

By this amendment the compensation for the period ending June 30, 2012 is increased by the sum of Fifty Thousand and No/100 Dollars (\$50,000.00). The contract maximum amount, as amended by this Third Amendment, for the term of this Agreement, shall not exceed the sum of Two Hundred Fifty Thousand Dollars and No/100 (\$250,000.00). Contractor acknowledges that the Housing Commission is under no obligation to compensate Contractor for services rendered or expenses accrued under this Agreement in excess of the maximum compensation specified above.

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All other provisions of the Agreement shall remain in effect.

END OF AMENDMENT NO. 3

IN WITNESS WHEREOF, the parties have caused this THIRD AMENDMENT to be executed this _____ day of _____, 2012.

SAN DIEGO HOUSING COMMISSION

MANPOWER SAN DIEGO

By: _____
Jennifer Adams-Brooks

By: _____

Title: Executive Vice President & Chief of Staff

Title: _____

Date: _____

Date: _____

Approved as to Form:

Christensen & Spath LLP,
General Counsel for San Diego Housing Commission

By: _____
Charles B. Christensen, Esq.