



EXECUTIVE SUMMARY

DATE ISSUED: April 9, 2010 **REPORT NO:** HCR 10-055

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of April 16, 2010

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

COUNCIL DISTRICT: Citywide

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.

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 (2) years with three (3) additional one (1) 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 (1) year, due to questions about the use of temporary employees, and these contracts are scheduled to expire on June 30, 2010.

Staff recommends amending the existing contracts to add two one-year extension options per the proposed contract amendments, and as originally stated in the RFP process. Additionally, staff recommends decreasing the funding for the contracts to a not 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.

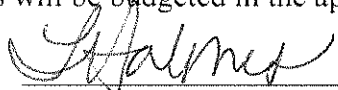
STAFF RECOMMENDATION:

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 (2) one-year option renewals to these contracts.

FISCAL CONSIDERATIONS:

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

REPORT CONTACT:


(NAME)

(619) 578-7741
(PHONE)

REPORT**DATE ISSUED:** April 8, 2010**REPORT NO:** HCR 10-055**ATTENTION:** Chair and Members of the Housing Commission
For the Agenda of April 16, 2010**SUBJECT:** Amendment and Additional Funding of Temporary Employment Agency Services
Contracts**REQUESTED ACTION:**

That the Housing Commission approve amendments to temporary employment agency services contracts with both Kelly Services and Manpower of San Diego, and forward contracts to the Housing Authority for final approval.

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 (2) one-year option renewals to these contracts.

BACKGROUND:

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 (2) years with three (3) additional one (1) 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 (1) 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 per the proposed contract amendments, and as originally stated in the RFP process.

Additionally, staff recommends decreasing the funding for the contracts to a not 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.

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.

ENVIRONMENTAL REVIEW:

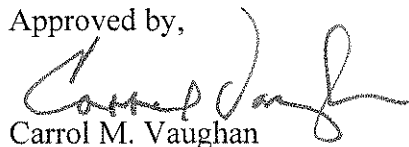
This is not a project within the meaning of the California Environmental Quality Act (CEQA) and is categorically exempt under the provisions of the National Environmental Protection Act (NEPA).

Respectfully submitted,



C. Terry Whitesides
Vice President, Business Services

Approved by,



Carol M. Vaughan
Executive Vice President &
Chief Operating Officer

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 at the Housing Commission offices at 1122 Broadway, San Diego, CA 92101, Main Lobby and at the Office of the City Clerk, 202 C Street, San Diego, CA 92101. You may 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: _____

Title: _____

Title: _____

Date: _____

Date: _____



SAN DIEGO
HOUSING
COMMISSION

Business Services Department

TEMPORARY EMPLOYMENT SERVICES

WITH

MANPOWER SAN DIEGO

ATTACHMENT 2

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 / ATTACHMENT 2

SAN DIEGO HOUSING COMMISSION

MANPOWER SAN DIEGO

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____