

**M** Management Committee  
For the Metropolitan Council meeting of October 22, 2008

Item: 2008-276

**ADVISORY INFORMATION**

**Date Prepared:** October 14, 2008

**Subject:** Authorization to Award Contract for Temporary Employee Services

**Proposed Action:**

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute a contract with AppleOne for an amount not to exceed \$550,000 for clerical and administrative temporary services.

**Summary of Committee Discussion / Questions:**

No questions were raised.

# M Management Committee

Business Item

Item: 2008-276

Meeting date: October 8, 2008

## ADVISORY INFORMATION

<b>Date:</b>	September 29, 2008
<b>Subject:</b>	Authorization to Award Contract for Temporary Employee Services
<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000
<b>Staff Prepared/Presented:</b>	Gloria Heinz, Director of Human Resources, 651-602-1398 and Micky Gutzmann, Manager, Contracts & Procurement, 651-602-1741
<b>Division/Department:</b>	Human Resources

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute a contract with AppleOne for an amount not to exceed \$550,000 for clerical and administrative temporary services.

### Background

Administrative and clerical temporary services are used, when cost effective, to meet critical need, cover absences and to supplement the regular workforce for special projects.

### Rationale

A formal Request for Proposals (RFP) was issued for these services. 12 proposals were received and evaluated by an evaluation panel based on the following factors: quality, qualifications, experience, and price. AppleOne has competitive pricing and demonstrates a clear understanding of the requirements of the scope of work and the needs of the Council.

This contract will be for a period of three years. Expenditures for this service are variable depending on need but are estimated at approximately \$175,000 annually.

### Funding

Individual departments budget for their temporary staffing needs.

### Known Support / Opposition

Departments rely on temporary services from time to time to meet critical need, cover absences or to supplement the regular workforce for special projects.