

M Management Committee

Business Item

Item: 2011-261

Meeting date: September 28, 2011

ADVISORY INFORMATION

Date:	September 19, 2011
Subject:	Authorization to Award Contract for Temporary Employee Services
District(s), Member(s):	All
Policy/Legal Reference:	Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000
Staff Prepared/Presented:	Marcy Syman, Assistant Director, Human Resources (651-602-1417); Gloria Heinz, Director, Human Resources, (651-602-1398) and Micky Gutzmann, Acting Director, Contracts & Procurement, (651-602-1741)
Division/Department:	Human Resources

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute a contract with Masterson Personnel for an amount not to exceed \$450,000 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. Three proposals were received and evaluated by an evaluation panel based on the following factors: quality, qualifications, experience, and price. Masterson Personnel 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 \$150,000 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.