



# COUNTY OF HUMBOLDT

For the meeting of: 4/18/2023

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File #: 23-479

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Amendment of a Professional Services Agreement with Express Employment Professional for Temporary Staffing Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the first amendment to the professional services agreement between the County of Humboldt and Express Services, Inc DBA Express Employment Professionals in an amount not to exceed \$400,000 over the 5-year term; and
1. Authorize the Director of Human Resources to sign all amendments that do not increase the not to exceed amount, after review by Risk Management, County Counsel and the County Administrative Office.

**SOURCE OF FUNDING:**

All county funds

**DISCUSSION:**

On Jan. 9, 2020, the Human Resources Department issued Request for Proposal (RFP) HR2020-100 soliciting proposals for temporary staffing services to meet immediate and/or short-term temporary help needs. California code authorizes contracts with staffing firms for temporary workers to assist county agencies, departments, or offices during peak workloads, temporary absences, or emergencies, not resulting from labor disputes. Based upon the evaluation criteria outlined in Section 8 of RFP HR2020-100, Express Employment Professionals' proposal was the highest ranking (and only) proposer with an average score of 95 out of 100.

The Board approved the professional services agreement on Aug. 18, 2020 for a contract term of 3 years. Based upon current economic conditions and the lasting effects of the Covid pandemic staff recommends that the current agreement with Express employment be extended for another 2 years and total charged be increased to accommodate the increase in term length. Last year, the cost was \$68,062.93. The total cost since the start of the contract is \$132,474.28 and there is a current cap of

\$200,000. Staff recommends that the maximum amount of this agreement be increased to \$400,000 based on increases in wages since approval of the initial agreement.

**FINANCIAL IMPACT:**

| <b>Expenditures</b>                | <b>FY22-23 Adopted</b> | <b>FY23-24 Projected</b>  | <b>FY24-25 Projected</b>  |
|------------------------------------|------------------------|---------------------------|---------------------------|
| Budgeted Expenses                  | \$\$                   | \$80,000                  | \$80,000                  |
| Additional Appropriation Requested | \$\$                   | \$\$                      | \$\$                      |
| <b>Total Expenditures</b>          | \$\$                   | \$\$                      | \$\$                      |
| <b>Funding Sources</b>             | <b>FY22-23 Adopted</b> | <b>FY23-24 Projected*</b> | <b>FY24-25 Projected*</b> |
| <b>Total Funding Sources</b>       | \$\$                   | \$80,000                  | \$80,000                  |

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The financial impact is unknown at this time as departments will utilize and pay for these services on an as-needed basis. The contract amount of \$400,000.00 over the 5-year term of this proposed professional services agreement was determined based upon the amount spent on temporary staffing services county-wide over the last 3 years. Current charges to date are approximately \$132,474.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

The staffing impact is unknown; however, this amendment will continue to allow Express Employment to assist the county with its urgent short-term staffing needs.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework priority of managing our resources to ensure sustainability of services

**OTHER AGENCY INVOLVEMENT:**

All County Departments

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisor may choose not to approve the Amendment to the Professional Services Agreement with Express Employment Professionals. This is not recommended as county departments may need to utilize these services to meet the needs of their department and the community.

**ATTACHMENTS:**

1. Professional Services Agreement with Express Service, INC. DBA Express Employment Professionals
2. Amendment to the Professional Services Agreement

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-24

Meeting of: 8/18/2020

File No.: 20-944