

Mayor and Council Communication

DATE: 05/21/24

M&C FILE NUMBER: M&C 24-0442

LOG NAME: 13P AMEND ROBERT HALF TEMPORARY STAFFING JJ CITY

SUBJECT

(ALL) Authorize Amendment to the Agreement with Robert Half, Inc. Using Houston-Galveston Area Council Cooperative Contract TS06-21 for Temporary Staffing to Add an Additional Renewal Term in an Annual Amount Up to \$885,000.00 for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to the agreement with Robert Half, Inc. using Houston-Galveston Area Council Cooperative Contract TS06-21 for temporary staffing to add an additional renewal term in an annual amount up to \$885,000.00 for all City Departments.

DISCUSSION:

The purpose of this M&C is to authorize the City to amend City Secretary Contract (CSC) 56223 (Agreement) with Robert Half, Inc., using Houston-Galveston Area Council Cooperative Contract TS06-21 to add an additional term beginning June 1, 2024, and ending on May 31, 2025, in an amount up to \$885,000.00.

On August 26, 2021, the City entered into City Secretary Contract 56223 with Robert Half Inc. (prior name, Robert Half International, Inc.) using Houston-Galveston Area Council (HGAC) Cooperative Purchase Agreement TS06-21 for temporary staffing services in an annual amount up to \$100,000.00. On August 23, 2022, the City Council approved Mayor and Council Communication (M&C) 22-0608 to increase the annual amount by \$500,000.00 for a new total annual amount up to \$600,000.00 and authorize one one-year renewal option.

On February 14, 2023, the City Council approved M&C 23-0065 to increase the annual amount by \$285,000.00 for a new total annual amount up to \$885,000.00 for each term.

This agreement provides temporary staff that support day-to-day departmental needs as well as various ongoing projects including the Public Safety Payroll Solution project for the Financial Management Services Department, Police Department, and Fire Department. The length of assignments varies from a few weeks to several months.

The current term of the HGAC Cooperative Purchase Agreement was set to expire on May 31, 2024. However, HGAC extended the term until May 31, 2025. The City's Agreement is set to expire on May 31, 2024, but staff approached the Purchasing Division to extend the City's agreement to align with the cooperative contract's expiration date. The extended term will allow City departments to continue to use temporary staff to support City needs. The maximum amount allowed under this agreement citywide will be up to \$885,000.00; however, the actual amount used will be based on the needs of the departments and the available budget.

State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies competitive bidding requirements. HGAC Cooperative Contract TS06-21 was competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating and capital budgets, as previously appropriated, in the participating departments' operating and capital funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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