

Mayor and Council Communication

DATE: 09/28/21

M&C FILE NUMBER: M&C 21-0734

LOG NAME: 13P ROBERT HALF TEMPORARY STAFFING MG FMS

SUBJECT

(ALL) Authorize an Amendment to the Purchase Agreement for Temporary Staffing with Robert Half International, Inc. to Increase the Annual Amount from \$100,000.00 to \$1,112,248.00 to Assist in the Payroll Solution Implementation and Other City Temporary Staffing Needs Using Houston–Galveston Area Council Cooperative Contract TS06-21

RECOMMENDATION:

It is recommended that City Council authorize an amendment to the purchase agreement for temporary staffing with Robert Half International, Inc. to increase the annual amount from \$100,000.00 to \$1,112,248.00 to assist in the Payroll Solution Implementation and other City temporary staffing needs using Houston–Galveston Area Council Cooperative Contract TS06-21.

DISCUSSION:

The City is utilizing Houston-Galveston Area Council (H-GAC) Cooperative Purchase Agreement TS06-21 with Robert Half International Inc. for temporary staffing services for a total amount up to \$100,000.00. The length of assignments vary from a few weeks to several months.

On September 28, 2021, the City Council received an informal report outlining the City’s Payroll Taskforce (PTF) recommendation to address payroll challenges for both the Police and Fire department personnel along with a recommended software solution. After conducting an informal Request for Information to identify a payroll system solution, staff determined that UKG’s Workforce Dimensions System, working in conjunction with UKG’s Telestaff Enterprise System (scheduling software currently used by Police and Fire), will provide the solution needed to ensure accurate payroll. In order to implement the plan, various City staff will be assigned to the project and therefore, it will be necessary to backfill the positions. Additionally, the contract spend authority needs to be increased for other items, which are described below.

The funds summarized in the table below will be used to provide contract spend authority necessary to:

1. Hire temporary resources to backfill City staff and support the project implementation through the duration of the payroll solution implementation.
2. Continue the contract resource that is supporting the increased workload within the Accounting Division of the Financial Management Services Department as a result of the influx of Federal funding.
3. Continue the contract resource that is supporting the increased workload within the Treasury Division of the Financial Management Services Department payroll staff to support other ongoing work efforts relating to the City’s current payroll process.

Purpose	Amount
Public Safety Payroll Solution Implementation Backfill Resources	\$934,248.00
Funding for current FMS Accounting Contractor	\$107,000.00
Funding for current FMS Payroll Contractor	\$71,000.00
Total	\$1,112,248.00

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the items. HGAC Cooperative Contract TS06-21 was competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

ADMINISTRATIVE CHANGE ORDER - 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.

M/WBE OFFICE - An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or other public entity.

Upon City Council approval, the agreement shall begin upon execution of the agreement and shall continue for a term up to one year.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Robert Half International Inc

FISCAL INFORMATION / CERTIFICATION:

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

<u>Submitted for City Manager's Office by:</u>	Jay Chapa	5804
	Valerie Washington	6192
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Kevin Gunn	2015
<u>Additional Information Contact:</u>	Cynthia Garcia	8525
	Michelle Green	2058

Expedited