



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Services Agency



Date: October 31, 2014
Board Meeting Date: December 9, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Iliana Rodriguez, Director, Human Services Agency

Subject: Second Amendment with Robert Half International Inc.

RECOMMENDATION:

Adopt a Resolution authorizing a second amendment with Robert Half International Inc. for the provision of temporary staffing services on an as needed basis; the term remains the same, December 3, 2012 through November 30, 2015, increasing the amount by \$100,000 for a new total of \$200,000.

BACKGROUND:

Robert Half International Inc. (RHII) periodically provides temporary staffing services on an as-needed basis for the Human Services Agency (HSA) and specializes in the area of fiscal and accounting services. On December 3, 2012, HSA entered into an agreement with RHII, in the amount of \$60,000 and on September 15, 2013 an amendment was executed to add \$40,000 for a total of \$100,000 for the purpose of providing temporary accounting staff.

For the past year, the Human Service Agency (HSA) Financial Services Unit (FSU) has been involved in an Organizational Restructure Process and is now in its second phase of re-organization. As the FSU continues to re-structure, it has become necessary to recruit temporary staffing with specialized financial expertise and knowledge in various areas of its operations. There are currently two specific areas that the FSU requires expertise in.

The first area includes staffing assistance and payroll specialization to implement a new client payroll system for the HSA Vocational Rehabilitation Services (VRS) Work Center. The new payroll system includes software, hardware and staffing of the back end operational development. HSA entered into a contract with ADP to conform to general payroll standards, and requires assistance as staff develops expertise to support the system.

The contractor will provide support until FSU staff can complete training and take over the support of the system. The payroll system supports the timely issuance of bi-weekly check issuances for 300 VRS Clients who are placed at the Work Center as well as other employment sites. These clients rely on these payments as part of their self-sufficiency.

The second area requiring expertise is in the area of new Federal Grant Audit Compliance regulations anticipated to take effect in December 2014. Implementation of these new Office of Management and Budget (OMB) federal guidelines will necessitate assistance with guidance surrounding the various areas of focus including monitoring requirements of contractors. Absent this assistance, implementation will tax the Department's current resources. In order to properly implement the new standards, temporary assistance is necessary.

DISCUSSION:

This second amendment will increase the Agreement to fund the implementation and support of the new Client Payroll System while HSA FSU staff are trained to take over the support of the system and provide the audit expertise needed to meet the new federal guidelines to ensure systems are in place to properly address areas of focus. The anticipated cost of services is \$100,000, but since we are unsure about the amount of support required to meet Federal Audit Compliance Regulations, there is the possibility that costs could exceed the estimated amount.

To cover any unanticipated costs, we are asking that your Board authorize the Human Services Agency Director or the Director's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions. The services for the above restructure needs are anticipated to run through the term of the contract in order to fully implement both structural changes.

County Counsel has reviewed and approved the second amendment and Resolution as to form.

Approval of this second amendment contributes to the Shared Vision 2025 outcome of a Prosperous Community by ensuring that clients receive their payroll on time. It is estimated that of the 300 clients participating in work programs, that 100% will receive their payroll checks in a timely manner and meet their goal of self-sufficiency.

PERFORMANCE MEASURE(S):

Measure	FY 2014-15 Target	FY 2015-16 Projected
Percent of clients who will receive payroll on time	100%	100%

.
. .
.

FISCAL IMPACT:

The term remains the same, December 3, 2012 through November 30, 2015; the amended amount is \$100,000 for a new total obligation of \$200,000. Costs will be distributed to programs within the Human Services Agency and claimed appropriately. Of the \$100,000, \$75,000 is funded through various State and Federal sources and \$25,000 is Net County Cost. Appropriations have been budgeted in the FY 2014-15 Adopted Budget and will be included in the FY 2015-16 Recommended Budget.