

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH HOWROYD-WRIGHT
EMPLOYMENT AGENCY, INC. TO PROVIDE CONTINGENCY STAFFING FOR THE
TERM OF DECEMBER 15, 2015 THROUGH DECEMBER 14, 2018, IN AN AMOUNT
NOT TO EXCEED \$300,000**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Human Services Agency (HSA) periodically has a shortage of financial and administrative support staff that occurs when employees are out of the office on medical or maternity leaves, vacations, or when staff transfers out of the Agency or leaves employment; and

WHEREAS, critical positions left unfilled until the hiring process is completed can cause a delay or backlog in payment processing and other tasks critical to daily operations of the Agency; and

WHEREAS, HSA has analyzed the effectiveness of going through the hiring process vs. contingency staffing services for short term staffing needs during temporary leaves and for coverage of vacancies for critical positions until the hiring process is completed; and

WHEREAS, with most of these short term leaves and vacancies, it has been more time efficient and cost effective to use contingency staffing services than to go

through the full hiring process; and

WHEREAS, on August 21, 2015, HSA conducted a Request for Proposals (RFP) process, and Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Agency, Inc., was chosen based on its long term experience in providing staffing solutions, its ability to provide a wide-variety of positions within a short turnaround time, and the fact that it has a division that specializes in financial and accounting positions; and

WHEREAS, this agreement will provide staffing solutions for HSA on an as-needed basis, and most of the positions requested are positions within the Financial Services Unit (FSU) that specialize in financial and accounting services; and

WHEREAS, all requests for contingency staffing are evaluated by HSA's Human Resources Manager to ensure that all County hiring practices are met; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an agreement, reference to which is hereby made for further particulars, whereby Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Agency, Inc., shall provide contingency staffing for the term of December 15, 2015 through December 14, 2018, for a maximum obligation of \$300,000; and

WHEREAS, your Board has been presented with a form of said agreement, has examined to both form and content and desires to enter into the agreement.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors be and is hereby authorized and directed to execute said agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

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