



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Services Agency



Date: August 29, 2016
Board Meeting Date: October 18, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Iliana Rodriguez, Director, Human Services Agency

Subject: Amendment to Agreement with Howroyd-Wright Employment Agency, Inc.
dba AppleOne Employment Agency, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Howroyd-Wright Employment Agency, Inc. to provide contingency staffing, increasing the amount by \$300,000 to an amount not to exceed \$600,000.

BACKGROUND:

On December 15, 2015, the Board of Supervisors approved an agreement with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Agency, Inc. (AppleOne) to provide staffing solutions for the Human Services Agency (HSA) on an as-needed basis for an amount of \$300,000 for the term of December 15, 2015 through December 14, 2018. AppleOne provides contingency staffing to HSA for specialized services to meet critical operational needs. All requests for contingency staffing are evaluated by HSA's Human Resources Manager to ensure that all County hiring practices are met.

DISCUSSION:

The HSA Business Systems Group (BSG) currently utilizes specialized contingency staffing through AppleOne for database conversion and application development projects. The database conversion project migrates outdated and unsupported databases to supportable web-based database solutions to ensure the reliability and security of HSA data repositories integral to agency operations. Additionally, due to a temporary lack of project staff, BSG requires contingency staffing to complete the development of the Integrated Fiscal Management Information System (IFMIS) for the fiscal branch of HSA. This IFMIS project is meant to integrate various financial and payroll data sources into one comprehensive system to provide accurate reporting and claims to the State. BSG will not be able to complete these projects by the scheduled completion dates without additional staff. A delay in these projects could adversely

impact the general operations of the agency. Because the recruitment process for agile or extra-help staff will cause delays in project deliveries, BSG intends to use AppleOne Employment Agency, Inc. to provide continued and additional temporary contingency staff for these projects. Accordingly, HSA is submitting for approval an amendment that will increase the current agreement by \$300,000 for a new amount not to exceed \$600,000 to provide for specialized project staffing and anticipated future contingency staffing needs.

The amendment and resolution have been reviewed and approved by County Counsel as to form. The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

This amendment contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing contingency staffing solutions to temporarily fill specialized positions on a short term basis. It is anticipated that the Contractor will respond to 95% of County requests for staffing within 30 minutes and fill requests within 24-48 hours.

PERFORMANCE MEASURE(S):

| Measure | FY 2016-17 Estimated | FY 2017-18 Projected |
|--|----------------------|----------------------|
| Percentage of responses to County staffing requests that are made by the Contractor within 30 minutes. | 95% | 96% |
| Percentage of staffing performance surveys rated good or better. | 95% | 96% |

FISCAL IMPACT:

The term of this agreement is from December 15, 2015 through December 14, 2018. The fiscal obligation of this agreement is increased by \$300,000 to a new total obligation of \$600,000. Expenses incurred under this agreement will be Cost Applied out to the Human Services Agency with funding estimated to be 70% state and federal, 30% Net County Cost. Budgetary appropriation for this agreement is included in the FY 2016-17 Revised Recommended Budget and will be included in the FY 2017-18 Budget.