



# Pinellas County

## Staff Report

---

**File #:** 17-851A, **Version:** 1

---

### **Subject:**

Approval of ranking of firms and agreement with Personnel Solutions Plus, LLC for requirements of staff augmentation services.

### **Recommended Action:**

Approval of ranking of firms and agreement with Personnel Solutions Plus, LLC (PSP) for requirements of staff augmentation services

Contract No. 167-0388-P(JA) in the amount not to exceed \$3,600,000.00 annually for a sixty (60) month total of \$18,000,000.00. Chairman to sign and Clerk to attest.

### **Strategic Plan:**

Create a Quality Workforce in a Positive, Supportive Organization

1.1 Recruit, select, and retain the most diverse and talented workforce

### **Summary:**

As requested by the Human Resources (HR) Department, this contract provides members of the Unified Personnel System (UPS) with the ability to augment the County's workforce with contracted labor. Services include hiring, administration, placement, and all other facets of employment services. The staff augmentation may take the form of placements to address short term staffing needs as well as longer term needs. These are typically associated with the support of recurring capital, project management, and other specialized staffing needs.

The pricing structure of this contract is a multiplier rate format based on current County equal employment opportunity categories. At the time a request is fulfilled, PSP and HR shall agree upon an acceptable rate of compensation and the County will be invoiced based upon that rate plus the contract multiplier.

At the request of the County Administrator, the new contract features several process improvements to increase accountability, transparency, and oversight. Under the new contract, hiring managers will submit a labor request form to HR, with details on the need for contracted labor, scope of the requested position, duration, and costs. HR will provide a recommendation on how to fill staffing needs, in consultation with department hiring managers, based on the information contained within the form. The analysis will include opportunities to meet the staffing with a UPS temporary employee or a full/part-time position.

The new contract also establishes certain monthly and quarterly reporting requirements for the vendor, to ensure that Appointing Authorities are aware of usage within their departments. Lastly, the County Administrator has created an administrative directive that provides further guidance and expectations as it relates to the pay and utilization of contracted labor. HR will work with other members of the UPS and recommend the same.

**Background Information:**

The Purchasing Department, on behalf of the Human Resources Department (HR), released a request for proposal August 1, 2017; twelve (12) responses were received. A committee met on October 12, 2017 and evaluated the responses with PSP ranked as the number one firm.

Working with HR, PSP will begin the transition and implementation process; with services set to begin on April 1, 2018.

**Fiscal Impact:**

Annual amount not to exceed: \$3,600,000

Total sixty (60) month contract not to exceed: \$18,000,000

Funding is derived from various requisitioning departments' operating budgets.

**Staff Member Responsible:**

Holly Schoenherr, Director, Human Resources

Joe Lauro, Director, Purchasing

**Partners:**

N/A

**Attachments:**

Agreement

Ranking Spreadsheet