



**Government Relations and Public  
Affairs Committee**

**Meeting Date:** 6/11/2018

**Agenda Item No.:** 2018-June-5.

**Subject:** Amendment to Ultimate Staffing Agreement (Est. time: 0 minutes)

**Consent**

**Prepared by:** Lanette Espinoza

**Approved by:** Erik Johnson

**Attachments:** No

**1. Issue:**

Should the board approve an amendment to the Agreement with Ultimate Staffing?

**2. Recommendation:**

That the Government Relations & Public Affairs Committee recommend that the board approve an amendment to the Agreement with Ultimate Staffing.

**3. Background/Analysis:**

Staff entered into an Agreement for temporary staffing with Ultimate Staffing Services in June 2017, using the authority granted to the CEO by the board to approve contracts under \$60,000. Prior to executing the Agreement, SACOG received competitive quotes from several vendors. Ultimate Staffing was selected because they offered the lowest hourly rate.

**4. Discussion/Analysis:**

The temporary staffing services provided by this vendor were critical to bridging the gap created by departing employees between June 2017 and May 2018. Unfortunately, staff was unable to keep costs under the \$60,000 authority granted to the CEO by the board. As such, staff is seeking approval to enter into an amendment with Ultimate Staffing for a total amount not to exceed \$62,412.67.

SACOG has hired new permanent staff in administrative support, finance, procurement, and contracts. This contract provided temporary staffing to assist in all of those areas. With the hiring of those new staff, there is no additional need for temporary staffing, and so this contract will be complete once this amendment is approved.

**5. Fiscal Impact/Grant Information:**

This amendment will add \$2,412.67 to the existing Agreement. These services are within the budget for indirect services for the current fiscal year.

**This staff report aligns with the following SACOG Work Plan Goals:**

#10 - Strengthen Internal Functions & Protocols