



- **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

5/14/2024 Board Meeting

7-3

## Subject

Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group Inc., CathyJon Enterprises Inc. Tryfacta Inc., 22nd Century Technologies Inc., Ronin Staffing LLC, Enterprise Resource Services Inc., Sierra Cybernetics Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity Inc., AppleOne Inc., Genesis Global Recruiting, HireGround Personnel Services Inc., Jada Systems Inc., Mantek Solutions Inc, TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc, TruCapital Partners, Information Management Resources Inc., Kaygen Inc., SoftHQ Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

## Executive Summary

### Administrative Labor Supplemental Labor Contract

Metropolitan issued RFP No. 427216 for administrative agency temporary services on July 3, 2023. A total of fifty-one (51) proposals were received and considered as part of the RFP process. Based on the results of the process, the following list of thirty (30) respondents were selected:

Respondent	S/DVBE	Achieved S/DVBE Participation	RBE
SuperbTech Inc.	Yes	Yes	Yes
AtWork Personnel Services	Yes	Yes	Yes
Project Partners	Yes	Yes	Yes
PSP Group Inc.	Yes	Yes	Yes
Johnson Service Group Inc.	No	Yes	Yes
CathyJon Enterprises Inc.	No	No	Yes
Tryfacta Inc.	No	Yes	No
22nd Century Technologies Inc.	No	Yes	No
Ronin Staffing LLC	Yes	Yes	Yes
Enterprise Resource Services Inc.	Yes	Yes	Yes
Sierra Cybernetics Inc.	Yes	Yes	Yes
Morris and Willner Partners	Yes	Yes	Yes
Staffmark Group	No	No	No
Balanced Diversity Solutions	Yes	Yes	Yes
Partners In Diversity Inc.	Yes	Yes	Yes
AppleOne Inc.	No	No	Yes

<b>Respondent</b>	<b>S/DVBE</b>	<b>Achieved S/DVBE Participation</b>	<b>RBE</b>
Genesis Global Recruiting	No	Yes	Yes
HireGround Personnel Services Inc.	No	No	Yes
Jada Systems Inc.	Yes	Yes	Yes
Mantek Solutions Inc.	Yes	Yes	Yes
TPS Group	Yes	Yes	Yes
Good People Inc.	Yes	Yes	Yes
Info Origin Inc.	No	Yes	No
Harvest Technical Services Inc.	Yes	Yes	No
TruCapital Partners	Yes	Yes	Yes
Information Management Resources Inc.	Yes	Yes	Yes
Kaygen Inc.	Yes	Yes	Yes
SoftHQ Inc.	No	Yes	Yes
Akshar IT Solutions LLC	No	Yes	No
Infojini Inc.	No	Yes	No

The proposals were reviewed to determine compliance with the instructions set forth in the RFP and evaluated by the evaluation committee according to the requirements set out in the RFP based on the following criteria:

- Firm Qualifications
- Cost Proposal
- Record of Past Performance
- Business Outreach Program (SBE/DVBE)
- Business Outreach Program (RBE)
- Staff Qualifications
- Industry Knowledge of Temporary Services

The full cost of this contract is covered within existing Group budgets. Expenditures are currently budgeted and approved under the individual projects or will be paid using existing Operations & Maintenance (O&M) funds.

No additional appropriations are requested.

Metropolitan is not obligated to spend the full contract authority. The requested authority will only be used if needed, and the full cost of the supplemental labor will be covered within the existing authorized budget.

Supplemental labor agreements allow Metropolitan to address core operational staffing needs that occur due to vacancies and help address peak workloads. Examples include support of ongoing projects, core operational needs such as addressing desert housing, and to provide operational support due to position vacancies.

Metropolitan is seeking authority to establish a contract from RFP No. 427216 that provides flexibility to secure supplemental labor from thirty (30) different vendors to address the complex and varied staffing needs of the District. The Contract Authority for RFP No. 427216 will not exceed \$8 million per year.

Staff recommends authorizing the General Manager to establish an agreement to include the thirty (30) supplement labor agencies listed with a total not to exceed contract authority of \$8 million per year with four (4) annual renewal options.

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**Proposed Action(s)/Recommendation(s) and Options**

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**Staff Recommendation: Option #1****Option #1**

Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group Inc., CathyJon Enterprises Inc. Tryfacta Inc., 22nd Century Technologies Inc., Ronin Staffing LLC, Enterprise Resource Services Inc., Sierra Cybernetics Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity Inc., AppleOne Inc., Genesis Global Recruiting, HireGround Personnel Services Inc., Jada Systems Inc., Mantek Solutions Inc., TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc., TruCapital Partners, Information Management Resources Inc., Kaygen Inc., SoftHQ Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract.

**Fiscal Impact:** None; expenditures are budgeted and approved under the individual projects or paid using existing O&M funds.

**Business Analysis:** The supplemental labor agreement allows Metropolitan to meet staff needs during peak workloads and to maintain operational continuity due to position vacancies.

**Option #2**

Do not authorize the General Manager to enter into the supplemental labor agreement.

**Fiscal Impact:** None

**Business Analysis:** Metropolitan would need to end the use of existing supplemental labor individuals and determine how to maintain core operational service levels without this staffing support.

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**Alternatives Considered**

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There are limited viable alternatives due to the nature of Metropolitan's work. The recommended vendors all participated in a competitive RFP process No. 427216. All expenditures are budgeted and approved or would be paid using existing O&M funds.

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**Applicable Policy**

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Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

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**Related Board Action(s)/Future Action(s)**

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Not applicable

**California Environmental Quality Act (CEQA)**

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**CEQA determination for Option #1:**

The proposed action is not defined as a project under CEQA because it involves organizational, maintenance, or administrative activities; personnel-related actions; and/or general policy and procedure making that will not result in direct or indirect physical changes in the environment. (Public Resources Code Section 21065; State CEQA Guidelines Section 15378(b)(2) and (5)).

**CEQA determination for Option #2:**

None required



Mark Brower  
Human Resources Group Manager

5/2/2024

Date



Adel Hagekhalil  
General Manager

5/7/2024

Date

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