

City of Houston – Human Resources Department Temporary Employee Services Program

Presentation To The
Budget and Fiscal Affairs Committee

September 9, 2014



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Temporary Employee Services Program Overview

- HR's Temporary Employee Services (HRTES):
 - Has managed the program since the early 1980's
 - Operates within the central services revolving fund
 - Assists customer city departments
 - Coordinates all temporary assignments
 - Performs ongoing contract administration
 - Provides financial reporting and budget review
 - Negotiates best value and delivery of services

- Temporary employee services is a vital component of departments' staffing strategy



Current Program Utilization

- Existing 13 contracts will expire October 31, 2014.
- FY14 Expenditures – Temporary Employees. Utilized by all city departments within their approved budgets.
 - \$13.8 million
 - Administrative / Clerical Personnel \$7.2 million (52%)
 - Service / Maintenance Personnel \$4.7 million (34%)
 - Professional / Technical Personnel \$0.8 million (6%)
 - Information Technology Personnel \$1.1 million (8%)



Objective

To select agencies and staffing firms providing best fit:

- Qualified temporary personnel
- Timely placement
- Experienced recruiters
- Financial capacity
- Best value
- Proven track record
- Established Houston office
- Demonstrated experience
- Knowledgeable and experienced staff
- MWDBE participation



Proposal Process

- RFP Release – June 13, 2014
- Proposals – Due August 7, 2014
- 29 Proposals – Evaluated by Committee (HPD, SWD, HLT, HRD, PWE)
- 15 Proposals – “Short List” in progress



Recommendation

The RCA for September 24, 2014 will recommend the following:

- Awarding 12 - 15 Contracts – Effective November 1, 2014
 - Temporary employee administrative agencies
 - Information Technology staffing agencies
- Requesting Contract Authority
 - \$15 million per year (includes \$1 million contingency)
 - 3 year contract with two option years



Summary

- RCA September 24, 2014
- Contract Authority
 - \$15 million per year (includes \$1 million contingency)
 - 3 year contract with two option years

THANK YOU!!!

