

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

901



FROM: Human Resources Dept.

**SUBMITTAL DATE:**  
August 4, 2004

**SUBJECT: APPROVE THE AGREEMENTS FOR EMPLOYMENT AGENCY SERVICES FOR THE  
HUMAN RESOURCES DEPARTMENT – TEMPORARY ASSISTANCE POOL (TAP)**

**RECOMMENDED MOTION:** Move that the Board of Supervisors;

1. Approve and execute the professional service agreements with the following agencies in the annual aggregate amount of \$410,000:
  - AppleOne Employment Services
  - Arrow Staffing Services
  - Code Green, Inc.
  - Kelly Services, Inc.
  - Kimco Staffing Services, Inc.
  - Manpower Inc. of San Bernardino
  - T & T Staffing, Inc.
2. Authorize the Purchasing Agent to sign amendments, shift funds, as needed among the various vendor agreements, and exercise renewal options for up to two additional one year periods for an amount not to exceed the contract maximum.

(Continued on Page 2)

**RONALD W. KOMERS**  
Asst. County Executive Officer/H. R. Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 410,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	Approx. \$86,100	Budget Adjustment:	No
	Annual Net County Cost:	Approx. \$86,100	For Fiscal Year:	FY 04/05
<b>SOURCE OF FUNDS:</b> Departmental Budgets				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

**C.E.O. RECOMMENDATION:** **APPROVE**

**County Executive Office Signature**

Policy  
 Consent  
 Dept't Recomm.:  
 Policy  
 Consent  
 Per Exec. Ofc.:

Prev. Agn. Ref.: | District: | Agenda Number:

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

**3.34**

**BOARD OF SUPERVISORS**

**FORM 11: APPROVE THE AGREEMENTS FOR EMPLOYMENT AGENCY SERVICES  
FOR THE HUMAN RESOURCES DEPARTMENT – TEMPORARY  
ASSISTANCE POOL (TAP)**

**PAGE 2**

**BACKGROUND:** As a measure to improve staffing requests by county agencies, the Temporary Assistance Pool (TAP) utilizes outside employment agency services to supplement staffing requirements. This will enable the County to have additional resources to provide personnel to fill temporary employment positions.

The Board's present policy requires that county agencies attempt to utilize TAP first to fill their temporary needs with the maximum service fee of 22.9%. Tap rates on the average are well below those charged by outside temporary agencies by a savings of 24%.

**PRICE REASONABLENESS:** On behalf of the Human Resources Department, the Purchasing Department issued a formal Request for Proposal (RFP) to secure temporary employment services at the most economical rates. The RFP was sent to 51 potential bidders and advertised on the Internet. Thirteen responses were received and eight vendors were rated as the most responsive/responsible. Proposals were evaluated by members from the Human Resources Department based on several factors; price reasonableness, experience, staffing base, references, and the vendor's ability to meet the county's needs. Because no one provider is the lowest price for all positions, the availability of the provider's staff varies from day to day, and the number and type of positions required fluctuates, we request approval of an aggregate amount of \$410,000 to be utilized as required between the selected vendors. If a vendor's contract should exceed an annual contract amount of \$100,000, H.R. will go before the Board of Supervisors amending the agreement. H. R. will compare rate structure and choose the vendor with the most reasonable rates based on the specific service and frequency of service needed for the agency.

**REVIEW/APPROVAL:** Purchasing concurs with this request.

**EXHIBIT A**

Position	County Temporary Employee (TAP) Pay Rate	AppleOne Employment Services Total Fee	Arrow Staffing Services Total Fee	Code Green, Inc. Total Fee	Kimco Staffing Services, Inc. Total Fee	Kelly Services, Inc. Total Fee	Nurse Finders of San Bernardino Total Fee	Manpower of San Bernardino Total Fee	T & T Staffing, Inc. Total Fee
Office Assistant II	\$ 8.99	\$ 12.13	\$ 12.77	\$ -	\$ 12.59	\$ 12.53	\$ 15.00	\$ 12.41	\$ 16.50
Office Assistant III	\$ 9.98	\$ 13.47	\$ 14.47	\$ -	\$ 13.97	\$ 13.91	\$ 16.50	\$ 13.77	\$ 23.00
Data Entry Operator II	\$ 9.67	\$ 13.05	\$ 13.73	\$ -	\$ 13.54	\$ 13.48	\$ 16.00	\$ 13.34	\$ 15.00
Legal Transcriber I	\$ 10.91	\$ 14.73	\$ 15.49	\$ -	\$ 15.27	\$ 15.21	\$ -	\$ 15.06	\$ -
Secretary I	\$ 11.68	\$ 15.77	\$ 16.58	\$ -	\$ 16.35	\$ 16.28	\$ 18.75	\$ 16.12	\$ 24.00
Secretary II	\$ 12.98	\$ 17.52	\$ 18.43	\$ -	\$ 18.17	\$ 18.09	\$ 19.50	\$ 17.91	\$ 32.00
Administrative Assistant	\$ 13.68	\$ 18.47	\$ 19.43	\$ -	\$ 19.15	\$ 19.07	\$ -	\$ 18.88	\$ 21.00
Accounting Assistant I	\$ 9.98	\$ 13.47	\$ 14.17	\$ -	\$ 13.97	\$ 13.91	\$ 21.75	\$ 13.77	\$ -
Accounting Assistant II	\$ 11.56	\$ 15.60	\$ 16.42	\$ -	\$ 16.18	\$ 16.11	\$ 16.60	\$ 15.95	\$ -
Senior Accounting Assistant	\$ 13.27	\$ 17.91	\$ 18.84	\$ -	\$ 18.58	\$ -	\$ 21.25	\$ -	\$ -
Accounting Technician I	\$ 14.65	\$ 19.78	\$ 20.80	\$ -	\$ 20.51	\$ -	\$ -	\$ 20.22	\$ -
Accounting Technician II	\$ 16.10	\$ 21.73	\$ 22.86	\$ -	\$ 22.54	\$ -	\$ -	\$ 22.22	\$ -
Accountant I	\$ 16.54	\$ 22.33	\$ 23.49	\$ -	\$ 23.16	\$ -	\$ -	\$ 22.83	\$ -
Accountant II	\$ 17.44	\$ 23.54	\$ 24.76	\$ -	\$ 24.42	\$ -	\$ -	\$ 24.07	\$ -
Senior Accountant	\$ 18.88	\$ 25.49	\$ 26.81	\$ -	\$ 26.43	\$ -	\$ -	\$ 26.05	\$ -
Principal Accountant	\$ 23.84	\$ 32.18	\$ 33.85	\$ -	\$ 33.38	\$ -	\$ -	\$ 32.90	\$ -
Stock Clerk	\$ 10.03	\$ 13.54	\$ 14.24	\$ -	\$ 15.55	\$ 15.22	\$ 17.00	\$ -	\$ -
Custodian	\$ 8.85	\$ 11.94	\$ 12.59	\$ -	\$ 13.72	\$ -	\$ 14.50	\$ -	\$ -
Housekeeper	\$ 8.85	\$ 11.95	\$ 12.57	\$ -	\$ 13.72	\$ -	\$ -	\$ -	\$ -
Correctional Cook	\$ 11.74	\$ 15.85	\$ 16.67	\$ -	\$ 18.20	\$ -	\$ -	\$ -	\$ -
Food Service Worker	\$ 7.79	\$ 10.51	\$ 11.06	\$ -	\$ 12.07	\$ -	\$ -	\$ -	\$ -
Building Maintenance Mechanic	\$ 14.51	\$ 19.59	\$ 20.60	\$ -	\$ 22.49	\$ -	\$ -	\$ -	\$ -
Heavy Equipment Mechanic	\$ 16.30	\$ 22.00	\$ 23.15	\$ -	\$ 25.27	\$ -	\$ -	\$ -	\$ -
Planner II	\$ 18.30	\$ 24.70	\$ 25.99	\$ -	\$ 25.62	\$ -	\$ -	\$ -	\$ -
Planner III	\$ 20.99	\$ 28.33	\$ 29.80	\$ -	\$ 29.39	\$ -	\$ -	\$ -	\$ -
Engineering Aide	\$ 11.44	\$ 15.44	\$ 16.24	\$ -	\$ 16.02	\$ -	\$ -	\$ 15.79	\$ -
Building Inspector III	\$ 19.00	\$ 25.65	\$ 26.98	\$ -	\$ 26.60	\$ -	\$ -	\$ -	\$ -
Social Service Worker III	\$ 17.08	\$ 23.05	\$ 24.25	\$ -	\$ 23.91	\$ -	\$ -	\$ -	\$ -
Social Service Worker IV	\$ 17.62	\$ 23.79	\$ 25.02	\$ -	\$ 24.67	\$ -	\$ -	\$ -	\$ -
Medical Social Worker II	\$ 18.59	\$ 25.10	\$ -	\$ -	\$ 26.03	\$ -	\$ -	\$ -	\$ -
Medical Record Coder	\$ 13.40	\$ 18.09	\$ -	\$ 60.00	\$ 18.76	\$ -	\$ 22.00	\$ -	\$ 22.70
Medical Transcriptionist II	\$ 11.44	\$ 15.44	\$ -	\$ -	\$ 16.02	\$ 15.95	\$ 47.00	\$ -	\$ 23.00
EEG Technologist	\$ 28.08	\$ 37.91	\$ -	\$ -	\$ 39.31	\$ -	\$ 45.50	\$ -	\$ -
Pharmacist	\$ 49.37	\$ 66.65	\$ -	\$ -	\$ 69.12	\$ -	\$ -	\$ -	\$ -

Local Vendor

Position	County Temporary Employee (TAP) Pay Rate	AppleOne Employment Services Total Fee	Arrow Staffing Services Total Fee	Code Green, Inc. Total Fee	Kimco Staffing Services, Inc. Total Fee	Kelly Services, Inc. Total Fee	Nurse Finders of San Bernardino Total Fee	Manpower of San Bernardino Total Fee	T & T Staffing, Inc. Total Fee
Licensed Psychiatric Technician	\$ 20.90	\$ 28.21	\$ -	\$ -	\$ 29.26	\$ -	\$ 35.00	\$ -	\$ -
Public Health Nurse II	\$ 19.70	\$ 26.60	\$ -	\$ -	\$ 27.58	\$ -	\$ 32.00	\$ -	\$ -
Registered Nurse III - Mental Health	\$ 30.84	\$ 41.63	\$ -	\$ -	\$ 43.18	\$ -	\$ 49.00	\$ -	\$ -
Behavioral Health Specialist III	\$ 15.04	\$ 20.30	\$ -	\$ -	\$ 21.06	\$ -	\$ 26.00	\$ -	\$ -
User Technical Support	\$ 11.46-28.91	\$ 15.47-39.03	\$ -	\$ -	\$ 16.04-40.47	\$ -	\$ -	\$ -	\$ -
Network Administration	\$ 12.86-40.35	\$ 17.36-54.47	\$ 19.29	\$ -	\$ 18.00-56.49	\$ -	\$ -	\$ -	\$ -
Web Design	\$ 13.45-39.75	\$ 18.15-53.66	\$ 20.18	\$ -	\$ 18.83-55.65	\$ -	\$ -	\$ -	\$ -
Database Administration	\$ 17.65-45.63	\$ 23.82-61.60	\$ 26.48	\$ -	\$ 24.71-63.88	\$ -	\$ -	\$ -	\$ -
Systems Administration	\$ 17.65-43.16	\$ 23.83-58.27	\$ 26.48	\$ -	\$ 24.71-60.42	\$ -	\$ -	\$ -	\$ -
Applications Development	\$ 17.65-42.11	\$ 23.83-56.85	\$ 26.48	\$ -	\$ 24.71-58.95	\$ -	\$ -	\$ -	\$ -