



AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: Mary Hao
Director of Human
Resources Management

SUBJECT: Temporary Staffing Service Agencies
Agreements Extension and Name
Correction

DATE: February 27, 2025

City Administrator Approval


Jestin Johnson (Feb 28, 2025 09:26 PST)

Date: Feb 28, 2025

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreements with Howroyd-Wright Employment Agency, Inc. D.B.A. Appleone Employment Services, HR Management Corp, Inc., And Tempositions, Inc. For A One-Year Term (December 1, 2025 to December 1, 2026) in An Amount Not to Exceed \$125,000 Per Agreement and Increasing the Contract Value For Contract Year 2024-2025 In An Amount Not to Exceed \$125,000 Per Agreement Resulting in a Six-Year Term For a Total Amount Not to Exceed \$750,000.00 For Each Agreement; and Amending Resolution 89841 To Correct The Name Of HR Management, Inc., To HR Management Corp, Inc.

EXECUTIVE SUMMARY

The City of Oakland issued a Request for Proposals (“RFP”) for Temporary Employment Services on December 6, 2020. Responses for that RFP were due on January 6, 2020.

Accordingly, the proposed resolutions accompanying this report authorize the City Administrator to extend the Professional Services Agreement with Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc., and Tempositions, Inc. Staff proposes that the City Council authorize a one-year extension of the current contract services agreement with the three temporary staffing agencies and incorporate a cost increase in fiscal year 2024-2025 of \$125,000.00, and incorporate a cost increase in fiscal year 2025-2026 of \$125,000.00. This contract extension and increase provides city-wide temporary staffing services through December 2026.

BACKGROUND / LEGISLATIVE HISTORY

The Human Resources Management Department administers the City’s temporary agency contract agreements. To support that administration, the City engages temporary staffing agencies Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR

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Management Corp, Inc., and Tempositions, Inc., to provide services that ensure all City departments have temporary staff available to cover vacancies.

Pursuant to the RFP process that concluded on January 6, 2020, the City selected Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc., and Tempositions, Inc. to provide temporary staffing services. In May 2020, the City completed a contract agreement with each of the three selected staffing agencies in the amount of \$250,000.00 each through May 2022.

On March 31, 2020, a directive from the City Administrator's office implemented controls on temporary services employees due to the negative fiscal impact of the COVID-19 pandemic. On December 17, 2020, a directive from the Mayor's office and the City Administrator's office implemented a citywide curtailment on the use of temporary employees due to additional negative fiscal challenges that resulted from the COVID-19 pandemic. As a result, the contracts executed with Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management, Inc., and Tempositions, Inc. in May of 2020 were not accessed until the hiring freeze was lifted on July 9, 2021.

In May of 2022, the contract agreements with Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc., and Tempositions, Inc. were extended through December 2023, with the contract amount remaining the same at \$250,000.00 for each vendor.

In May of 2022, the contract agreement with Tempositions, Inc. reached its maximum of \$250,000.00 due to an increased need for temporary personnel, following the lifting of the hiring freeze. The Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services contract had slightly over 40% available funds. The HR Management Corp, Inc. contract had 35% funding available. Following the hiring freeze, departments utilized staffing services to support the vacancies in their respective agencies, while recruitments were initiated to fill the vacancies with permanent personnel. Many departments are still relying on temporary personnel services to ensure there isn't a pause in services and to manage workloads for department staff.

On July 18, 2023, City Council signed Resolution [89841 C.M.S.](#), amending the contract agreement with selected Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc., and Tempositions, Inc. granting authority to amend each contract to add \$250k and the contract end date to December 1, 2025.

As of January 2025, the contract agreement with HR Management Corp, Inc. has reached less than \$5,000 available until the end date of December 1, 2025. Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services contract has reached the \$250k contract amendment limit with a contract end date of December 1, 2025. The Tempositions, Inc. contract has \$132k available with a contract end date of December 1, 2025.

ANALYSIS AND POLICY ALTERNATIVES

Providing temporary personnel services provides departments the ability to continue providing services and managing department workload, while a hiring process is under way or to ensure

services are uninterrupted during a hiring freeze, thereby providing responsive, trustworthy government..

Staff recommends authorization of this one-year contract extension and increase of \$250,000.00 because Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc., and Tempositions, Inc. were found to provide the best quality and value of temporary staffing services. Staff recommends an amendment to Resolution 89841 to correct the name of HR Management, Inc. to HR Management Corp, Inc.

FISCAL IMPACT

This contract extension and the increase will continue for one year and result in a cost of \$125,000.00 for the contract year 2024-2025 and a cost of \$125,000.00 for the contract year 2025-2026 for each temporary personnel services agency for a total amount of \$750,000 over the six-year term of each contract. Funding for this contract is budgeted by individual departments that utilize the temporary agency services on an as needed basis, and no additional budgetary adjustment is necessary. Departments utilize savings of salary and benefits from vacancies to fund temporary personnel services. There is no fiscal impact to the correction of HR Management, Inc. to HR Management Corp, Inc.

PUBLIC OUTREACH / INTEREST

There are no public outreach opportunities associated with this report further than the required publication on the City's website.

COORDINATION

Development of this report was coordinated with internal staff in the Human Resource Management Department.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Race & Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With Howroyd-Wright Employment Agency, Inc. d.b.a. Appleone Employment Services, HR Management Corp, Inc.,

Jestin D. Johnson, City Administrator

Subject: Temporary Staffing Service Agencies Agreements Extension and Name Correction

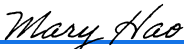
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And Tempositions, Inc. To Continue The Provision Of Temporary Personnel Staffing Services For The Period Of December 1, 2024, Through December 1, 2026, In An Amount Of \$125,000 For Contract Year 2024-2025 and \$125,000 For Contract Year 2025-2026 For A Total Amount Over The Six-Year Term Of The Contract Of \$750,000 For Each Temporary Staffing Agency. Staff Recommends That The City Council Amend Resolution 89841 To Correct The Name Of HR Management, Inc., to HR Management Corp, Inc.

For questions regarding this report, please contact LARA WILLIAMS, ADMINISTRATIVE SERVICES MANAGER, at (510) 238-6676.

Respectfully submitted,


Mary Hao
Mary Hao (Feb 27, 2025 16:37 PST)

MARY HAO
Director/Human Resources Management
Department

Prepared by: Lara Williams, Administrative
Services Manager
Human Resources Management Department