

RESOLUTION NO. \_\_\_\_\_

**APPROVAL TO RENEW CONTRACT WITH AHEAD HUMAN RESOURCES AND  
PURCELL STAFFING TO PROVIDE TEMPORARY EMPLOYMENT SERVICES**

**Item No. 5g**

WHEREAS, the current contract with Ahead Human Resources to provide primary temporary employment services to LMHA and Purcell Staffing to provide secondary temporary employment services to LMHA will expire November 26, 2020; and

WHEREAS, the procurement provisions for the Ahead and Purcell temporary service contracts provide for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the contracts will represent the third of the four one-year renewal options; and

WHEREAS, the cost of temporary services provided by Ahead through October 2020 was \$110,438.70. The cost of temporary services provided by Purcell through October 2020 was \$192,413.22; and

WHEREAS, neither Ahead Human Resources nor Purcell Staffing have proposed an increase to their cost to provide temporary employment services for the November 27, 2020 – November 26, 2021 contract year; and

WHEREAS, the utilization of temporary services decreased during the 2019-2020 contract year as anticipated. However, the need to utilize temporary services remain moderately high due to various factors, including the COVID-19 pandemic; and

WHEREAS, staff requests that the 2019-2020 combined “not to exceed” amount of \$393,000.00 remain for the 2020-2021 contract year.

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NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is authorized to enter into a contract with Ahead Human Resources and Purcell Staffing to provide temporary employment services to the LMHA for the period of November 27, 2020 - November 26, 2021 in the combined "not to exceed" amount of \$393,000.00.

## RESOLUTION BACKGROUND STATEMENT

### **APPROVAL TO RENEW CONTRACT WITH AHEAD HUMAN RESOURCES AND PURCELL STAFFING TO PROVIDE TEMPORARY EMPLOYMENT SERVICES**

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#### **I. STATEMENT OF FACTS:**

The Louisville Metro Housing Authority (LMHA) has a periodic need for temporary employees to be used in various departments within the Agency. Temporary employment agencies have typically been utilized for this purpose. The LMHA entered into a contract with Ahead Human Resources as the primary provider of temporary employment services to the LMHA. A contract was also entered into with Purcell Staffing as the secondary provider of temporary employment services to the LMHA. As the secondary provider, Purcell is utilized when Ahead fails to confirm an available temporary within two hours or does not supply qualified personnel; or if the temporary does not show up.

The contracts with Ahead and Purcell established contracted rates for the LMHA job classifications for which temporary employment services are most often utilized. These job classifications are Housing Clerk Typist, Data Entry Operator, Administrative Aide, Receptionist, Secretary and Maintenance Worker I-B.

The contracts with Ahead and Purcell will expire on November 26, 2020. The procurement provisions for these temporary service contracts provide for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the contracts represents the third of the one-year renewal options.

The cost of temporary employment services provided by Ahead Human Resources through October 2020 was \$110,438.70. The cost through October 2019 was \$283,058.20. The cost of temporary employment services provided by Purcell Staffing through October 2020 was \$192,413.22. The cost through October 2019 was \$261,738.43. Neither Ahead nor Purcell has proposed an increase to their current costs for temporary employment services for the November 27, 2020 – November 26, 2021 contract year.

As anticipated, the use of temporaries decreased during the 2019-2020 contract year. However, the need to utilize temporaries remains moderately high due to various factors as outlined below:

## RESOLUTION BACKGROUND STATEMENT

### APPROVAL TO RENEW CONTRACT WITH AHEAD HUMAN RESOURCES AND PURCELL STAFFING TO PROVIDE TEMPORARY EMPLOYMENT SERVICES

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#### I. STATEMENT OF FACTS (cont'd):

- High turnover of full-time maintenance worker employees at the various public housing sites due to promotions, lateral transfers and employment separations.
- As has been customary each year, several temporary maintenance workers are used in Auto/Grounds during the grass cutting season. These temporaries are generally no longer needed by the end of October and no later than the first week of November.
- Temporary maintenance workers are also being used at sites where there are several job vacancies and, as customary, are pulled as the vacancies are filled. Temporaries were also used as needed to fill in for Administrative positions in the case of position vacancy, vacation, leave of absence, etc.
- During this contract period, as a result of the COVID-19 pandemic, temporary maintenance workers have been used for continuous cleaning at various LMHA sites and to fill in as necessary where there have been absences related to COVID-19.

The combined contract amount approved for temporary services for the 2019-2020 contract period was “not to exceed” \$393,000.00. Due to the unknown duration of the COVID-19 pandemic and its’ potential future effects on LMHA’s workforce, the need for temporary employees as noted above, as well as unforeseen future circumstances, staff is requesting approval to maintain the combined “not to exceed” amount of \$393,000.00 for temporary employment services for the 2020-2021 contract year.

#### II. ALTERNATIVES:

- A. Approve the contract renewals with Ahead Human Resources as primary provider of temporary employment services to the LMHA and Purcell Staffing, Inc. as secondary provider of temporary employment services to the LMHA.

## RESOLUTION BACKGROUND STATEMENT

### APPROVAL TO RENEW CONTRACT WITH AHEAD HUMAN RESOURCES AND PURCELL STAFFING TO PROVIDE TEMPORARY EMPLOYMENT SERVICES

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#### II. ALTERNATIVES (cont'd):

B. Do not approve the contract renewals with Ahead Human Resources as primary provider of temporary employment services to the LMHA and Purcell Staffing, Inc. as secondary provider of temporary employment services to the LMHA.

#### III. RECOMMENDATION:

Staff recommends Alternative "A".

#### IV. JUSTIFICATION:

Periodically, various departments within LMHA have the need to utilize temporary employees. The COVID-19 pandemic has added to these needs. The contracts with Ahead Human Resources and Purcell Staffing established contracted rates for the LMHA job classifications for which temporary employment services are most often utilized, thereby reducing the overall cost for the service.

#### V. BUDGET APPROVAL:

Funding for the Temporary Employment Services contracts is provided from the FY 2021 and FY 2022 Operating Budgets.

\_\_\_\_\_  
Angela Larsson, Director of Finance

\_\_\_\_\_  
Date

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**VI. PROCUREMENT CERTIFICATION:**

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Submitted By: Joyce A. Babb  
Director of Personnel  
November 17, 2020