

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to the contract with **TekSystems** for temporary staffing services for computer operator support.

Backgrounder: No

Board Meeting Date: Tuesday, September 15, 2009

Project or Job Name: Temporary Help for Computer Operator

Project Contact: Kim Spear Ext. 7710

Purchasing Contact: Ramie Alkire Ext. 7413

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 16,000

Additional \$ Previously Approved: \$ 0.00

Invoices over last approval: \$ 0.00

Percentage over last approval: N/A %

Amount this Request: \$ 9,000

Resulting Cumulative Total: \$ 25,000

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: N/A

If applicable, basis for exemption: EWEB Rule 6-0260 Temporary Services

Term of Agreement: June 2009 through October 2009

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE

The Board is being asked to approve an increase to the contract with **TekSystems** for temporary staffing services for computer operator support.

EWEB's Office Systems Department contracted with TekSystems in June 2009, for a temporary worker to cover an existing staff's short-term disability absence. While the exact duration of the absence was unknown (conditioned on patient recovery), Office Systems estimated the cost of the needed services would be less than \$20,000 (the Board approval threshold for services). However, the absence has extended beyond the anticipated patient recovery date and continued temporary services are required.

Staff is requesting an increase to the contract through October 31, 2009. This contract may be terminated at anytime when services are no longer required.

ACTION REQUESTED:

The Board is being asked to approve an increase to the contract with **TekSystems** for temporary staffing services for computer operator support. Funds for these services were budgeted for 2009.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____