

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **SelecTemp, Inc.** for Temporary Staffing Services for EWEB's Fiscal Services Department.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: March 16, 2010

Project or Job Name: Temporary help for Fiscal Services

Project Contact: Patty Boyle Ext. 7406

Purchasing Contact: Ramie Alkire Ext. 7413

Action Requested:

- Contract Award
- Contract Renewal
- Contract Increase
- Other

Contract Amount:

Original Contract Amount: \$54,208

Additional \$ Previously Approved: \$

Invoices over last approval: \$

Percentage over last approval: %

Amount this Request: \$54,208

Resulting Cumulative Total: \$54,208

Funding Source:

- Budget
- Reserves
- New Revenue
- Bonding
- Other

Contracting Method:

Method of Solicitation: ORS 279A.215 Permissive Coop Procurements
(City of Eugene Contract)

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

Term of Agreement: January, 2010 to December, 2010

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 a new contract with **SelecTemp, Inc.** for Temporary Staffing Services for EWEB's Fiscal Services Department.

Fiscal Service's Senior Financial/Rates Analyst has been asked to take a special IT assignment as a Business Analyst to manage required changes to EWEB's financial software system. Temporary staff is required to perform her Fiscal Services duties in her absence. A past EWEB employee, through the contract with SelecTemp, has agreed to temporarily backfill the Fiscal Services work, which the person is qualified to perform. This temporary has completed similar work for EWEB in the past and is available on a short term basis. Her duties will include completing the long term forecasting for the water utility, water consumption forecasting, managing the budget process, and completing other financial analysis projects.

The contract is anticipated to last through the end of September. However, the contract has the ability to run through December of this year to accommodate any unforeseen circumstances that may require additional time for the IT project.

ACTION REQUESTED:

Staff requests Board approval of a new contract with **SelecTemp** for Temporary Staffing Services for EWEB's Fiscal Services Department. Funds for these services were budgeted for 2010.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____