

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

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

**Item No. 5e**

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, 2021; 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 fourth and final of the four one-year renewal options; and

WHEREAS, the cost of temporary services provided by Ahead through October 2021 was \$24,786.40. The cost of temporary services provided by Purcell through October 2021 was \$102,138.14; and

WHEREAS, the utilization of temporary services decreased during the 2020-2021 contract year. However, the need to utilize temporary services remain moderately high due to various factors, including the COVID-19 pandemic; and

WHEREAS, staff requests approval for a combined “not to exceed” amount of \$227,000.00 for the 2021-2022 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, 2021 - November 26, 2022 in the combined "not to exceed" amount of \$227,000.00.

## RESOLUTION BACKGROUND STATEMENT

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

#### Item No. 5e

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

The Louisville Metro Housing Authority (LMHA) continues to have 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, 2021. 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 fourth and final of the one-year renewal options.

The cost of temporary employment services provided by Ahead Human Resources through October 2021 was \$24,786.40. The cost through October 2020 was \$110,438.70. The cost of temporary employment services provided by Purcell Staffing through October 2021 was \$102,138.14. The cost through October 2020 was \$192,413.22.

The use of temporaries decreased during the 2020-2021 contract year. However, the need to utilize temporaries remains moderately high due to various factors as outlined below:

- 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.

## RESOLUTION BACKGROUND STATEMENT

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

#### Item No. 5e

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

- 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.
- As a result of the COVID-19 pandemic, temporary maintenance workers continued to be 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 2020-2021 contract period was “not to exceed” \$393,000.00. Due to the continued unknown duration of the COVID-19 pandemic, its’ potential future effects on LMHA’s workforce, the need for temporary employees as noted above, and unforeseen future circumstances, the need for temporary employment services remain moderately high. However, in consideration of the decrease in the use of temporaries during the 2020-2021 contract year, staff is requesting approval of the “not to exceed” amount of \$227,000.00 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.
- 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”.

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**IV. JUSTIFICATION:**

Periodically, various departments within LMHA have the need to utilize temporary employees. The COVID-19 pandemic continues to add 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

**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 Babb  
Director of Personnel  
November 16, 2021