



MEETING OF: June 26, 2018

TITLE: Approval of Temporary Employment/Recruitment Services in excess of \$250,000 using a Cooperative Contract

ITEM #: 53

Information:

Study: X

Action: X

PURPOSE:

To approve the use of a Mohave Educational Services Cooperative Contract and the estimated expenditures for vendor services from Educational Services Inc. (ESI) for substitute employees for fiscal year 2019.

DESCRIPTION AND JUSTIFICATION:

The District intends to procure employee leasing services from Educational Services Inc (ESI) using a Mohave Educational Services Cooperative Purchasing Contract. Employee leasing includes substitute employees. Expenditures for the current fiscal year for substitute services is approximately \$7 million. Expenditures for the upcoming fiscal year are estimated to be approximately \$7 million also. Board approval is required to continue services with ESI through the Mohave Educational Services Contract.

The District currently uses ESI for these employee leasing services. Continued use is being requested by the Human Resources Department. The Purchasing Department has performed the due diligence on the requested cooperative contract and has determined that the competitive process that was performed by Mohave is in compliance with AZ Administrative Code R7-2-1041 - Competitive Sealed Proposals, and that the negotiated fees that ESI offered under this cooperative contract are fair and reasonable. The use of the cooperative contract by the District is authorized by AZ Administrative Code R7-2-1191 - Cooperative Purchasing Authorized and by Governing Board Policy DJ - Purchasing Procedures.

The 2018-19 ESI/TUSD proposed agreement is attached for your review.

Janet Rico Uhrig, Executive Director of Human Resources, will be present to provide information regarding the need for these services.

Kevin Startt, Director of Purchasing, will be present to provide information regarding the procurement process.

BOARD POLICY CONSIDERATIONS:

Governing Board Policy DJ, Purchasing Procedures

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X	District Budget
X	State/Federal Funds
X	Other
<u>Budget Cost</u>	<u>Budget Code</u>
Estimated up to \$7 million	Various site budgets, as needed

Budget Certification (for use by Office of Financial Services only):

Date 6/20/18

I certify that funds for this expenditure in the amount of \$\$7M are available and may be:

X Authorized from current year budget


Authorized with School Board approval

Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing	6/19/2018
Name	Title
	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
 ESI/TUSD Agreement