

LOS ANGELES FIRE DEPARTMENT



OCT 19 2010

MILLAGE PEAKS
FIRE CHIEF

October 1, 2010

BOARD OF FIRE COMMISSIONERS
FILE NO. 10-119

TO: Board of Fire Commissioners

FROM: Millage Peaks, Fire Chief *meP.*

SUBJECT: **PROFESSIONAL SERVICES CONTRACT – HOWROYD-WRIGHT
EMPLOYMENT AGENCY, INC. DBA APPLE ONE**

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations:

That the Board:

1. Subject to the approval of the Mayor, ratify contract no. C-117265, as amended herein, with Howroyd-Wright Wright Employment Agency, Inc. dba Apple One and authorize the Fire Chief to execute the amendment to provide temporary staffing services on an as-needed basis, and;
2. Instruct the Commission Executive Assistant to forward this agreement to the Mayor's Office in accordance with Executive Directive No. 3.

Summary:

The Los Angeles Fire Department is at a point that it requires the assistance of temporary staffing on an as-needed basis to augment the Department in meeting numerous demands in the area of accounting and general office services. Staffing shortages and furloughs, in addition to the delays and impediments of the managed hiring process have hindered the Department's ability to recruit and retain staff in key positions. The LAFD therefore seeks the assistance of temporary workers in the area of accounting and general office services to assist the Department in meeting the demands of staff in the areas of revenue collection and accounts payable activities. The LAFD has reached out to other departments and the CAO and Personnel Department concur through the 1022 process that though City employees could do the work, the limitations imposed by the City's managed hiring process and financial situation are contributing factors to the need for a contract to provide temporary as-needed staffing.

Discussion:

The Los Angeles Fire Department has embarked on a process to continue to meet the demands and workloads imposed on the organization in the areas of revenue collection and accounts payable. To this end, the department has identified a contract currently utilized by a number of other City departments that will greatly assist existing staff. Over the past several months, the Los Angeles Fire Department has lost a number of essential employees in the accounting field to other City departments or to early retirement. The drain on resources has had a tremendous impact on the department's ability to sustain key operations in the areas of revenue collection and accounts payable.

As a result of the loss of staffing due to furloughs, managed hiring restrictions and early retirements the LAFD has come to a crossroad. The LAFD finds that it must either allow some tasks to be deferred indefinitely, which will have a negative impact on billing and collection efforts, or seek outside assistance. To this end, the LAFD has identified a contract initiated by the Office of Finance to employ temporary workers in the area of accounting and general office services.

The LAFD desired to utilize the procurement process by which the Office of Finance entered into an agreement with the Howroyd-Wright Wright Employment Agency, Inc. dba Apple One, essentially "piggy-backing" on the competitive bid and selection process performed by another public agency, and, in accordance with the policies of the City of Los Angeles enter into a separate agreement with the vendor. On May 19, 2010, under the authority granted by the City Charter, the Fire Chief entered into a short term agreement with the vendor, Contract No. C-114722, for an amount not to exceed \$20,000. Since that time, the LAFD has continued to suffer significant staffing losses that have jeopardized the Department's financial certification and abilities to accomplish everyday tasks.

With this amendment, the LAFD seeks the Board of Fire Commissioners to ratify the agreement entered into between the LAFD and the Howroyd-Wright Wright Employment Agency, Inc. dba Apple One for the same term, through June 30, 2011, and increase the contract amount to not exceed \$130,000.

The LAFD has completed the contracting requirements to review the actions of the Office of Finance in their award of contract, issued its own notices of intent to contract and sought the recommendations of the Office of the City Administrative Officer and Personnel Department in accordance with Section 1022 of the Los Angeles City Charter. Additionally, the LAFD has identified and included all the legislative requirements and standard provisions required as part of this contract. The attached contract has been reviewed by the Office of the City Attorney and approved as to legality and form.

Fiscal Impact: This amendment increases the contract ceiling and authorizes the Fire Department to expend a maximum of \$130,000 for services. The Department will be increasing the original contract for \$20,000 by an additional \$110,000, for a total of \$130,000. The Department has identified funds in the FY 2010-11 Contractual Services (3040) account to cover these expenses.

Conclusion: The LAFD requires these temporary staffing services to meet the staffing shortages and increasing workloads related to revenue collection and accounts payables. In the absence of temporary staffing, the Department will be unable to handle the workloads associated with the accounting functions and this will jeopardize the Department's accounting certification with the Los Angeles Controller's Office and result in a backlog of workloads and potential loss of revenue. The services provided by the Howroyd-Wright Wright Employment Agency, Inc. dba Apple One will greatly assist the Department through the difficult period of managed hiring.

Board report prepared by William Jones, Senior Management Analyst II, of the Administrative Services Bureau.

Attachment

**FIRST AMENDMENT TO CONTRACT No. C117265
BETWEEN THE CITY OF LOS ANGELES
AND
HOWROYD WRIGHT EMPLOYMENT AGENCY, INC.
dba APPLEONE EMPLOYMENT SERVICES**

THIS Agreement between the City of Los Angeles (hereinafter referred to as the "City"), a municipal corporation, acting by and through the Los Angeles Fire Department (hereinafter referred to as the "Fire Department"), and Howroyd Wright Employment Agency, Inc. dba AppleOne Employment Services (hereinafter referred to as the "Contractor"), a California corporation, is entered into with reference to the following:

WHEREAS, the parties entered into Agreement, Contract No. C117265, on May 19, 2010 wherein Contractor agreed to provide temporary staff support for the Fire Department; and

WHEREAS, the maximum compensation under the terms of the current Agreement is \$20,000; and

WHEREAS, the Fire Department has identified urgent, intermittent, temporary staff support requirements which will occur throughout Fiscal Year 2011; and

WHEREAS, the necessary funds are available in the Fire Department budget and have been appropriated to pay for the additional expense proposed by this Amendment for Fiscal Year 2011; and

WHEREAS, the parties hereto desire to increase the maximum compensation amount; and

NOW THEREFORE, in consideration of the above premises and of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE I – AMENDMENT TO THE AGREEMENT

Section E – COMPENSATION AND METHOD OF PAYMENT, Paragraph A is hereby amended in its entirety to read:

The Contractor shall be paid as compensation for complete and satisfactory performance of the terms of this Agreement, an amount not to exceed ninety-five thousand dollars (\$95,000), to be paid at the hourly rate indicated in the Fee Schedule in Section E, Paragraph B below. The specified rates represent the total compensation, including any and all expenses and overhead, to be paid to the Contractor for services to be performed as designated by this Agreement.

ARTICLE II – GENERAL PROVISIONS

Except as amended by this FIRST AMENDMENT, all other provisions of Contract No. C117265 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties
their duly authorized officers:

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Approved Corporate Signature Methods:

- a) Two Signatures: one by Chairman of Board of Directors, President, or Vice President; and one by Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.
- b) One Signature by Corporate designated individual together with properly attested resolution of Board of Directors authorizing person to sign on the company's behalf.

CITY OF LOS ANGELES

**HOWROYD WRIGHT
EMPLOYMENT AGENCY, INC. dba
APPLEONE EMPLOYMENT
SERVICES**
A California corporation

By: _____
**MILLAGE PEAKS
FIRE CHIEF**

By: _____

Title: _____

Date: _____

Date: _____

By: _____

Title: _____

Date: _____

APPROVED AS TO FORM

ATTEST:

CARMEN A TRUTANICH
City Attorney

JUNE LAGMAY
City Clerk

By: _____

By: _____
Deputy City Clerk

Date: _____

Date: _____