



# Agenda Report

July 28, 2014

**TO:** Honorable Mayor and City Council  
**FROM:** City Manager's Office  
**SUBJECT: AUTHORIZATION OF MONTH-TO-MONTH CONTRACT WITH OASIS  
OUTSOURCING FOR FIELD REPRESENTATIVE SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council

1. Authorize the City Manager to enter into a month-to-month contract with Oasis Outsourcing for a period ending June 30, 2015 in an amount not to exceed \$675,000 for the continued payment of the City Council Field Representatives.
2. Grant this contract an exemption from competitive selection pursuant to Pasadena Municipal Code Section 4.08.049 (B) that the best interests of the city are served by a direct award of a contract without a competitive selection process. This contract is exempt from the competitive bidding requirements pursuant to the City Charter Section 1002 (F) - Contracts for professional or unique services.

## **BACKGROUND:**

The City contracts with Oasis Outsourcing for Field Representatives who assist in the offices of City Council members in carrying out the duties of their office. A Request for Qualification (RFQ) is being developed for an external payroll processing company for council field representatives. Finalizing the RFQ will take longer than anticipated to complete and award; consequently, authorization is required to continue to pay the existing company to process payroll for the City Council Field Representatives. It is anticipated that staff will complete the RFQ and award a contract before the end of this fiscal year. Approval of the month-to-month contract will maintain the existing salaries and benefits currently provided to the Field Representatives.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility.

**FISCAL IMPACT:**

Sufficient funding for this action is available in the adopted fiscal year 2015 City Council budget. There are no additional indirect costs resulting from this action.

Respectfully submitted,

  
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JULIE A. GUTIERREZ  
Assistant City Manager

Approved by:

  
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MICHAEL J. BECK  
City Manager