



Midpeninsula Regional  
Open Space District

## PROCUREMENT AGENDA ITEM

R-26-37  
Meeting 26-09  
March 25, 2026

## AGENDA ITEM 4

### AGENDA ITEM

Amendment to Bolt Staffing On-Call Professional Services Agreement to add funds for Temporary Staffing Services

### GENERAL MANAGER'S RECOMMENDATION

(5) *den*

Authorize the General Manager to amend the on-call professional services agreement with Bolt Staffing for temporary staffing services to increase the contract amount by \$57,000, for a total not to exceed contract amount of \$109,000, and to extend the agreement through June 30, 2026.

### DISCUSSION

In March 2025, Midpeninsula Regional Open Space District (District) executed a one-year, on-call professional services agreement with Bolt Staffing for temporary staffing services in the amount of \$52,000.

In September 2025, the District selected a Bolt staff member to temporarily fill a Property Management Specialist I/II vacancy created by a retirement. The temporary staff has continued in this role as Human Resources programmed and began the recruitment process to fill the position. The position is anticipated to be filled by the end of March 2026/beginning of April 2026.

Additionally, the General Manager's Office has an immediate need for temporary staff to provide Executive Assistant duties and general administrative support due to a Deputy District Clerk/Executive Assistant vacancy. A recruitment is scheduled to start on March 20, 2026, and the position is anticipated to be filled by the end of June 2026.

These temporary staffing needs will exceed the available funds under the current agreement. Therefore, the General Manager recommends amending the contract to provide an additional \$57,000, which will allow the District to temporarily fill the two vacant positions until they are filled with newly hired regular full-time employees.

### BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

- sufficient funds.

- insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other budgets to cover for this expenditure.
- insufficient funds; approval of this item requires a fiscal year budget augmentation.
- future fiscal year budgets will include additional funds to complete the contracted work.

**Measure AA**

- No, this contract is not part of a Measure AA project.
- Yes, this contract is part of a Measure AA project.

**PROCUREMENT PROCESS AND SELECTION**

Bolt Staffing was selected as one of two vendors to provide on-call temporary staffing services through a competitive Request for Proposals and Qualifications (RFPQ) process. The RFPQ was issued in September 2024, and the District received 13 proposals. Following evaluation, two vendors were selected to provide the requested services.

Not-to-exceed agreements of \$52,000 were executed with both vendors for Fiscal Year 2025-26, with new agreements to be executed each fiscal year for up to four years, contingent upon satisfactory performance.

**PRIOR BOARD ACTION SUPPORTING THE PROJECT**

None – the prior agreement was executed under the General Manager’s purchasing authority.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

Following Board approval, staff will increase the total not-to-exceed contract amendment to \$109,000 and extend the agreement to June 30, 2026.

Responsible Department Head:

Stefan Jakulak, Chief Financial Officer & Director of Administrative Services  
Candice Basnight, Human Resources Manager

Prepared by/Contact person:

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