



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-84
Meeting 26-16
June 10, 2026

REVISED AGENDA ITEM 7

AGENDA ITEM

Amendment to an On-Call Professional Services Agreement with CathyJon Enterprises dba HB Staffing to add funds for Temporary Staffing Services

GENERAL MANAGER'S RECOMMENDATION

(57) *den*

Authorize the General Manager to amend the on-call professional services agreement with CathyJon Enterprises dba HB Staffing for temporary staffing services to increase the contract amount by \$75,000, for a new, not-to-exceed total contract amount of \$128,000, and to extend the agreement through June 30, 2027.

DISCUSSION

On March 31, 202~~6~~⁷, Midpeninsula Regional Open Space District (District) executed an on-call professional services agreement with CathyJon Enterprises dba HB Staffing (HB) for temporary staffing services under the General Manager's purchasing authority in the amount of \$53,000. This on-call contract expires on March 31, 2027. In March 2026, the District selected HB to temporarily backfill the Executive Assistant duties of the Deputy District Clerk/Executive Assistant vacancy at a cost of \$10,510. Additionally, the District is exploring the possibility to temporarily fill the Senior Finance and Accounting Technician position while Human Resources conducts a recruitment to fill the position. The estimated cost for this temporary fill through the end of July 2026 is \$28,000. Lastly, the District is seeking an additional (third) temporary fill to backfill the Administrative Assistant duties in the Facilities and Fleet Department with an estimated cost of \$20,000, while the current Administrative Assistant backfills the duties of the vacant Property Management Specialist I/II pending completion of a recruitment process for the vacancy.

These various temporary staffing needs will exceed the current on-call contract amount. Therefore, the General Manager recommends amending the contract to provide an additional \$75,000, allowing the District to temporarily fill the vacant positions until they are filled with newly hired regular full-time employees (estimated at a total cost of \$58,510) and to support future temporary staffing needs as they arise through June 30, 2027 (an allocation of \$16,490).

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

CathyJon Enterprises dba HB 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 an 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 would increase the total not-to-exceed contract to \$128,000 and extend the agreement to June 30, 2027.

Responsible Department Head:
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