



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 3

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Memorandum

TO: Administration Committee

DATE: July 2, 2014

FR: Deputy Executive Director, Operations

W.I.: Various

RE: Purchase Orders and Contract Amendment: Project-Based Temporary Staffing Services:

- i.) *Buxton Consulting (\$93,600)*
- ii.) *Mainz Brady Group (\$343,200)*
- iii.) *Robert Half (\$197,600)*
- iv.) *Adecco Professional Staffing/Engineering & Technical (\$121,680)*
- v.) *International Program Services (\$351,520)*
- vi.) *Regional Government Services (\$314,256)*
- vii.) *Contract Amendment: Local Government Services Authority (\$3,722,374)*

This memorandum seeks the Committee's approval of purchase orders or a contract amendment, as noted above, with the seven temporary staffing service providers and in the respective maximum amounts referenced above, for project-based temporary staffing services for new initiatives and time-limited planning and operational projects and programs through June 30, 2015.

Background

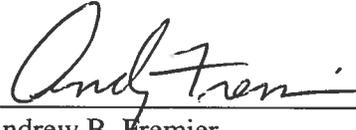
MTC contracts with several temporary staffing agencies to provide project-based temporary staffing services for various new initiatives and time-limited planning and operational projects and programs, including but not limited to the Funds Management System, the Automated Toll Collection Accounting System, Lifeline, 511[®], Clipper[®], FasTrak[®], motorist aid, arterial operations, regional streets and roads programs, and the development of public information.

Executive Director's Management Memorandum No. 352, Third-Party Contracting Policies and Procedures, expressly exempts temporary agency personnel services from MTC's competitive procurement requirements. When staffing needs arise, individuals are selected from among candidates proposed by one or more of the temporary staffing agencies based on their qualifications for the role (such as technical and information technology expertise). Therefore, MTC selects and enters into purchase orders or contracts with the staffing service providers that represent the most qualified individuals for MTC's anticipated temporary staffing needs.

Each of the providers referenced in this memorandum has provided temporary staffing services to MTC in the past. Funding for these temporary staffing services from July 1, 2014 through June 30, 2015 is included in the FY 2014-2015 agency budget.

Recommendation

Staff recommends that the Administration Committee authorize the Executive Director or his designee to negotiate and enter into purchase orders or a contract amendment, as applicable, with the above-listed temporary staffing service providers in the respective maximum amounts specified above for project-based temporary staffing services for new initiatives and time-limited planning and operational projects and programs through June 30, 2015.



Andrew B. Premier

SH:AM

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REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 1161

Vendor: Buxton Consulting, Pleasanton, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide technical, multimedia support and staff group training session on commonly used technology.

Project Cost Not to Exceed: \$93,600

Funding Source: General Funds

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to Buxton Consulting for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$93,600 in FY 2014-15 funds for such purchase order.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 1515

Vendor: Mainz Brady Group, Oakland, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary database developer staffing services for the Funds Management System project.

Project Cost Not to Exceed: \$343,200

Funding Source: STIP-PPM

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to Mainz Brady Group for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$343,200 in FY 2014-15 funds for such purchase order.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 1253

Vendor: Robert Half, Los Angeles CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary application development, networking and system support staffing services for the Automated Toll Collection Accounting System (ATCAS)

Project Cost Not to Exceed: \$197,600

Funding Source: BATA

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to Robert Half for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$197,600 in FY 2014-15 funds for such purchase order.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 1121

Vendor: Adecco Professional Staffing/Engineering & Technical, Walnut Creek, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary GIS Support to upgrade agency-wide GIS system.

Project Cost Not to Exceed: \$121,680 (General Fund)

Funding Source: General Fund

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to Adecco Professional Staffing/Engineering & Technical for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$121,680 in FY 2014-15 funds for such purchase order.

Administration Committee: _____
Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 8103/1253

Vendor: International Program Services (IPS), San Mateo, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary application development, networking and system support staffing services for the Automated Toll Collection Accounting System (ATCAS) and graphic/design support staffing services for the Bay Bridge web public information projects.

Project Cost Not to Exceed: \$195,520 (ATCAS) and \$156,000 (BATA-Seismic)

Funding Source: BATA

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to IPS for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$351,520 in FY 2014-15 funds for such purchase order.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.: 1256, 8103

Vendor: Regional Government Services (RGS), Monterey, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary staffing services for the Bay Bridge public information program, including but not limited to providing video recorded materials and assembling final audio/visual program material for historical museum purposes.

Project Cost Not to Exceed: \$314,256 (BATA)

Funding Source: BATA

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to RGS for the purposes described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$314,256 in FY 2014-15 funds for such purchase order.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: July 9, 2014

REQUEST FOR COMMITTEE APPROVAL

Summary of Contract Amendment

Work Item No.: 1112, 1122, 1153, 1154, 1212, 1222, 1223, 1224, 1233, 1251, 1254, 1256, 1413, 1611, 1612, 6031, 6840, 9130.

Consultant: Local Government Services Authority (LGS), Carmel, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services

Brief Scope of Work: Provide project-based temporary staffing services for new initiatives and time-limited planning and operational projects and programs, including but not limited to Lifeline, 511[®], Clipper[®], FasTrak[®], motorist aid, arterial operations, and regional streets and roads programs.

Project Cost Not to Exceed: \$3,722,374

Funding Source: BATA, SAFE, RM2, FHWA, BAHA, TFCA, Express lane, HUD Grant and General Funds.

Fiscal Impact: Included in FY 14 -15 Proposed Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with LGS to provide project-based temporary staffing services as described above and in the Deputy Executive Director's memorandum dated July 2, 2014, and the Chief Financial Officer is directed to set aside \$3,722,374 in FY 2014 -15 funds for such contract amendment.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: July 9, 2014