



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Administration Committee

DATE: March 4, 2015

FR: Executive Director

W.I.: 1153

RE: Purchase Order Amendment - Limited-Term Staffing: Regional Government Services (\$200,000)

This memorandum is to request Committee approval to amend MTC's current FY 2014-15 Purchase Order (PO) with Regional Government Services (RGS), an agency MTC works with to hire temporary staffing. This amendment will provide funds for staffing needed to coordinate and develop a comprehensive and cohesive plan for delivery of BATA's Bay Bridge Access Program, including Gateway Park, Bridge Yard, and Yerba Buena Island Access. This request is to amend the PO in an amount not to exceed \$200,000

Background

MTC contracts with several temporary staffing agencies to provide project-based and limited-term temporary staffing services for various new initiatives and time-limited planning and operational projects and programs. RGS is one of these agencies and provides temporary staffing services specifically for public agencies. RGS is a Joint Powers Authority established pursuant to a joint exercise of power agreement between the City of San Carlos and the Association of Bay Area Governments.

This Committee approved the RGS FY 2014-15 PO for a maximum amount of \$314,256 in July 2014. Through various temporary projects, the Executive Director has approved \$100,000 for RGS's services under his delegated authority. This amendment will add \$200,000, bringing the PO total to a maximum amount of \$614,256 through FY 2014-15. RGS is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a purchase order amendment to RGS for limited-term project staffing for the purposes described above through FY 2014-15 in an amount not to exceed \$200,000.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order Amendment

Work Item No.: 1153

Consultant: Regional Government Services
Carmel, CA

Work Project Title: Limited -Term Staffing Service

Purpose of Project: To provide limited staffing services for specific projects support.

Brief Scope of Work: To provide limited project-specific staffing services completing
FY 2014-15.

Project Cost Not to Exceed: \$200,000 this amendment.
Previously approved purchase orders = \$414,256
Total approved purchase order amount based on this action =
\$614,256

Funding Source: BATA Funds

Fiscal Impact: Funds are in the BATA FY 2014-15 Budget

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order amendment to RGS to provide project-based staffing services for FY 2014-15 as described above and in the Executive Director's memorandum dated March 4, 2015, and the Chief Financial Officer is authorized to set aside funds in the amount of \$200,000 for such purchase order amendment.

Administration Committee: _____
Adrienne J. Tissier, Chair

Approved: Date: March 11, 2015