

Agenda Item 6

TO: Bay Area Headquarters Authority

DATE: March 20, 2015

FR: Executive Director

W. I. 9130

RE: Purchase Order Amendment: – Project-Based Temporary Staffing Services: SSP Data (\$90,000)

This memorandum seeks Authority approval of a purchase order amendment to SSP Data in an amount not to exceed \$90,000 for project-based temporary staffing services for the BAHA network engineer 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 such as the 375 Beale Street project. The BAHA Network Engineer position was originally created in July 2014 to provide the following services:

- Develop network design specifics integrating building and agency technology
- Review building technology equipment specifics with contractors/sub-contractors
- Oversee technology vendors providing network design, equipment, implementation
- Configure of network equipment and develop related test plans

This amendment funds network engineer temporary staff through June 30, 2015 and is included in BAHA's FY 2014-15 Budget.

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. Attachment A includes a summary of SSP Data's small business and disadvantaged business enterprise status.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to issue a purchase order amendment to SSP Data in an amount not to exceed \$90,000 for project-based temporary network engineer staffing services.



Steve Heminger

SH:vdC

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Purchase Order Amendment

Vendor: SSP Data

Work Project Title: 375 Beale Street Technology Services

Purpose of Project: Project-Based Temporary Staffing

Brief Scope of Work: Project-based temporary staffing services for the network engineer through June 30, 2015

Project Cost Not to Exceed: \$90,000 (This amendment)
\$100,000 (Total before this amendment)
\$190,000 (Total purchase order after this amendment)

Funding Source: BAHA FY 2014-15 Budget

Fiscal Impact: Funding is included in the BAHA FY 2014-15 Budget

Motion by Authority: That the Executive Director or his designee is authorized to issue a purchase order amendment to SSP Data for project-based temporary staffing services as described above and in the Executive Director's memorandum dated March 20, 2015, and the Treasurer and Auditor is directed to set aside funds in the amount of \$90,000 for such purchase order amendment.

BAHA Chair: _____
Dave Cortese

Approved: Date: March 25, 2015

Attachment A

		DBE* Firm			SBE** Firm			
Firm Name		Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	SSP Data	Temp Staff/Network Engineer			X	X	56663	
Subcontractor								

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.