SUMMARY STATEMENT

ITEM NO. DRPA-13-066

COMMITTEE:

COMMITTEE MEETING DATE:

BOARD ACTION DATE:

SUBJECT: Temporary Clerical, Administrative, Financial and Custodial Workers

Finance

May 1, 2013

May 15, 2013

PROPOSAL: That the Board authorizes staff to negotiate four (4) three 3-year General Services Contracts with the staffing firms of Accounting Principals, Accountants for You & Office Staff for You, Perry Resources, and TS Staffing Services, Inc. for the use of temporary Clerical, Administrative, Financial and Custodial Workers. The total cost of these four (4) General Services Contracts cumulatively shall not exceed $540,000.00 over a three-year term.

All firms shall be advised, in writing, that no firm will be guaranteed any portion of the $540,000 over the three-year term. For example, if no temporary services are needed by any DRPA or PATCO department in the first year of the contract, than no monies will be expended and the $540,000 allocation will be available for use in years two and three, as needed.

By way of another example, if only two accounting clerks are needed by Finance in the first year, only the firms who can provide accounting clerks would be contacted, and the monies needed to fund those temporary assignments would be expended. The remainder of the original $540,000 allocation would be available for use in years 2 and 3 as needed. In short, as stated above, no firm shall be guaranteed any portion of the $540,000 over the three year term.

The n-t-e $540,000 contract value is based on an average yearly expenditure (based on three years of historical data) averaging approximately $180,000 per year for temporary staffing across the Authority. For budgetary purposes, we intend that these funds will be budgeted in the amount of $180,000 per year over the 3 year contract term. If all budgeted funds are not expended in any given year, the unexpended funds will be moved to the following budget year. Conversely, if more than $180,000 is needed in the first contract year, the additional monies required for temporary staffing will be deducted from the remaining total contract amount and thus the allocations for years 2 and 3 will be adjusted accordingly.
AMOUNT: n-t-e $540,000.00 (total funding for all four contracts over a three-year term)

Staffing Firms: Accountants For You &
Office Staff For You
1515 Market Street, Suite 1108
Philadelphia, PA 19102

Accounting Principals
1601 Market Street, Suite 1720
Philadelphia, PA 19103

Perry Resources
Evesham Commons
525 Route 73 S., #201
Marlton, NJ 08053

TS Staffing Services, Inc.
201 N. Presidential Boulevard, Suite 202
Bala Cynwyd, PA 19004

PURPOSE: To retain professional staffing firms to provide temporary workers to both DRPA and PATCO on an as needed basis in support of the Authority’s in-house staff.

BACKGROUND: Approval of this resolution authorizes staff to enter into General Services Contracts to provide the necessary temporary personnel to substitute for regular full-time employees (FTEs) on short and/or long-term disability or to fill on a temporary basis any vacancies left by permanent employees. These General Services Contracts will cover 28 positions at DRPA and PATCO.

On September 11, 2012, the Authority issued a Request for Proposal to retain professional firms to provide temporary workers to the DRPA and PATCO, on an as needed basis. We publicly advertised the RFP on our website and invited interested firms to submit responses to the RFP. The staffing firms would be called upon to provide temporary clerical, administrative, and financial workers at DRPA and PATCO, and custodial workers at PATCO. These temporary workers would fill in for full-time employees who might be out on short and long-term leaves, or to fill a critical staffing vacancy while the process is underway to fill the vacancy. On September 12, 2012, a Bulletin was issued to all prospective Proposers changing the due date for the proposals to November 12, 2012.
A mandatory pre-proposal meeting was held on September 27, 2012. An Addendum was issued on October 25, 2012, outlining additional positions that might need to be provided by the staffing firms to DRPA and PATCO. Proposals were due on November 12, 2012.

A review team was assembled to evaluate the technical proposals. The team members included: at PATCO, John Shea, Director, Equipment and Joe McGonigle, Senior Accountant, and at DRPA, James White, Director, Finance, and Kelly Forbes, Director, Human Resource Services. All members of the review team were interviewed and cleared of any conflicts by the Inspector General.

The Inspector General’s Office confirmed that all proposers submitted the required Political Contribution Disclosure & Certification Forms.

The entire RFP process was overseen by the Contract Administration Department.

We received proposals from the following six (6) firms:

Accountants For You &
Office Staff For You
1515 Market Street, Suite 1108
Philadelphia, PA 19102

Accounting Principals
1601 Market Street, Suite 1720
Philadelphia, PA 19103

Perry Resources
Evesham Commons
525 Route 73 S., #201
Marlton, NJ 08053

TS Staffing Services, Inc.
201 N. Presidential Boulevard, Suite 202
Bala Cynwyd, PA 19004

Manpower
1871 Marlton Pike East
Cherry Hill, NJ 08003

Apple One Employment Services
Government Solutions Division
Apple One was not recommended because it could not offer enough positions to meet the Authority’s staffing needs.

Manpower was not recommended because the hourly rates for the positions they proposed were significantly higher than the competitive range.

Four (4) qualified firms that were technically evaluated and recommended by the review committee have been selected to fill the DRPA’s need for temporary clerical, administrative, financial and custodial workers because they were the most responsive to the Authority’s present need. These firms were selected to provide best value resources to supplement the Authority’s staff. The selection of these four recommended firms provides a diversity of skills and a level of experience in the industry that will allow the DRPA to continue providing and meeting the needs for safe and secure transportation infrastructure in the region.

In accordance with the Delaware River Port Authority’s qualification based selection procedure, the Price Proposals along with Best and Final Offers were evaluated for the firms being recommended.

Staff is recommending that General Services Contracts be awarded to four (4) firms: Accountants For You & Office Staff For You; Accounting Principals; Perry Resources and TS Staffing Services, Inc. Using four (4) firms gives staff the flexibility needed to choose the best qualified worker to meet the particular need/function of a department. Assignments will be issued to one (1) of the four (4) firms depending on their particular expertise and availability of staff. For each position, there will be a minimum of two (2) firms that can supply candidates for the Authority’s consideration.

Upon approval, all firms will be advised that the cumulative amount of all four General Services Contracts is $540,000.00 for the total three-year period, and that no one firm is guaranteed any amount thereof.
It is recommended that General Services Contracts be negotiated with the four (4) professional staffing firms for the costs and associated fees not to exceed $540,000.00 for three (3) years to provide temporary workers in accordance with the Request for Proposal. Upon approval of the Board, agreements will be executed with these firms to provide the general services required.

**SUMMARY:**

- **Amount:** n-t-c $540,000 (total funding for all four contracts over a three-year term)
- **Source of Funds:** Revenue Fund/General Fund
- **Operating Budget:** 2013, 2014, 2015 Operating Budgets
- **Capital Project #:** N/A
- **Master Plan Status:** N/A
- **Other Fund Sources:** N/A
- **Duration of Contract:** Three Years
- **Other Parties Involved:** N/A
RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority authorizes staff to negotiate four (4) General Services Contracts for a term of three (3) years with Accounting Principals, Accountants for You, Perry, and TS Staffing Services, Inc. for the use of temporary Clerical, Administrative, Financial and Custodial Workers; and be it further

RESOLVED: The cumulative cost of the four (4) General Services Agreements shall not exceed $540,000.00 over the three-year term, and no one firm is guaranteed any amount thereof; and be it further,

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter, either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:

Amount: n-t-e $540,000.00 (total funding for all four contracts over a three-year term)
Source of Funds: Revenue Fund/General Fund
Operating Budget: 2013, 2014, 2015 Operating Budgets
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three Years
Other Parties Involved: N/A