SUMMARY STATEMENT

ITEM NO. DRPA-14-092 SUBJECT:  Modification of Current Temporary Workers Contracts

COMMITTEE:  Finance

COMMITTEE MEETING DATE:  July 9, 2014

BOARD ACTION DATE:  July 16, 2014

PROPOSAL:  That the Board authorizes staff to modify the current four (4) three year General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You, Perry Resources and TS Staffing Services, to add an additional One Million Dollars ($1,000,000) to the original “not to exceed” amount of $540,000 over the three year term.

PURPOSE:  To provide adequate funds for the use by PATCO of temporary “Transit Ambassadors” which were originally intended to be covered by a separate procurement process, which was subsequently canceled.

BACKGROUND:  On June 17, 2013 pursuant to Board Resolution DRPA-13-066, staff entered into and executed four contracts for the provision of temporary services with the following staffing agencies:

1) Accountants for You & Office Staff for You
2) Accounting Principals
3) Perry Resources
4) TS Staffing

The current total contract value of the contracts is $540,000 over a three year period.

PATCO has been utilizing uniformed temporary Transit Ambassadors to provide a presence in PATCO stations, parking lots, and concourses. The last contract authorizing the use of the Transit Ambassadors recently expired. A resolution authorizing the renewal of the contract with the vendor for a three year term in the amount of $2,182,965 was pulled in April 2014. Since that time, the cost of temporary Transit Ambassadors has been charged to the aforementioned temporary staffing contracts. The use of the Transit Ambassadors continues to be necessary, particularly during the current PATCO BFB Track Rehabilitation Project, and therefore, some of the cost has been charged to capital budget.
The aforementioned temporary staffing firms charge between $14.20-$17.82 per hour (straight time) for each Transit Ambassador provided. For normal monthly operations, Transit Ambassadors work approximately 440 hours a week. However, during the scheduled outages during the PATCO Track Rehabilitation Project and the concert season, an increased presence is required within the PATCO stations, and as a result, additional Transit Ambassadors are needed to work an additional 408 hours per week until September 2014, after which they would resume their normal 440 hours a week schedule.

Staff estimates that for the remainder of the term of the Temporary Services contracts (which will expire in June 2016), an additional One Million Dollars ($1,000,000) will need to be re-allocated to cover the cost of the Transit Ambassadors. To be clear, no new funding is requested. Instead, staff seeks authorization to re-allocate money within the budget that was to be used for the proposed Transit Ambassador contract that expired and was not subsequently renewed. If approved, those funds would be re-allocated to the four (4) existing temporary services contracts that resulted from a competitive bidding process.

**SUMMARY:**

**Amount:** n-t-e $1,000,000 (a re-allocation of funds budgeted for the proposed Transit Ambassador contract)

**Source of Funds:** Revenue Fund, General Fund, 2013 Revenue Bonds

**Capital Project #:** #PF1010

**Operating Budget:** DRPA Professional Services, PATCO

**Master Plan Status:** N/A

**Other Fund Sources:** N/A

**Duration of Contract:** Two years (existing contract)

**Other Parties Involved:** N/A
RESOLUTION

RESOLVED: That the Board authorizes staff to modify the current four (4) three year General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You, Perry Resources and TS Staffing Services, to add an additional One Million Dollars ($1,000,000) to the original “not to exceed” amount of $540,000 over the three year term; and be it further

RESOLVED: That staff is authorized to re-allocate money within the budget that was to be used for the proposed Transit Ambassador contract that expired and was not subsequently renewed; and be it further

RESOLVED: That the re-allocated funds shall be added to the four (4) existing temporary services contracts that resulted from a competitive bidding process; 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.
<table>
<thead>
<tr>
<th>SUMMARY:</th>
<th>Amount:</th>
<th>n-t-e $1,000,000 (a re-allocation of funds budgeted for the proposed Transit Ambassador contract)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds:</td>
<td>Revenue Fund, General Fund, 2013</td>
<td>Revenue Bonds</td>
</tr>
<tr>
<td>Capital Project #:</td>
<td>#PF1010</td>
<td></td>
</tr>
<tr>
<td>Operating Budget:</td>
<td>DRPA Professional Services, PATCO</td>
<td></td>
</tr>
<tr>
<td>Master Plan Status:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Other Fund Sources:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Duration of Contract:</td>
<td>Two Years (Existing Contract)</td>
<td></td>
</tr>
<tr>
<td>Other Parties Involved:</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>