SUMMARY STATEMENT

ITEM NO.: DRPA-16-011  SUBJECT: Modification of Current Temporary Workers Contracts

COMMITTEE: Finance

COMMITTEE MEETING DATE: January 13, 2016

BOARD ACTION DATE: January 20, 2016

PROPOSAL: That the Board authorizes staff to modify the current three (3) three year General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You and Perry Resources to add an additional One Hundred Fifty Thousand Dollars ($150,000) to the revised “not to exceed” amount of $2,190,000 over the three year term.

PURPOSE: To provide adequate funds for the continued use by PATCO of temporary “Transit Ambassadors” which were originally intended to be covered by a separate procurement process, which subsequently was canceled, as well as the overall increase in the use of other temporary staff to assist full time staff during ERP training and implementation.

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 (in 2015, TS Staffing was removed as a vendor as it failed to comply with contractual requirements.)

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 expired in 2014 and 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. Transit Ambassadors were used to conduct the recent PATCO customer survey required by FTA’s Title VI Program. The
unanticipated cost for this endeavor totaled $7,105.88. PATCO management has recently posted a Request for Proposal for Transit Ambassadors and a recommendation for a contract is scheduled to be presented to the Board in March 2016. However, until such time as said contract is approved, the cost of the Transit Ambassadors will be absorbed through the current Temporary Services contract. Approximately Twenty Seven Thousand Six Hundred Seventy Five Dollars ($27,675) per month is spent on the services of Transit Ambassadors.

In addition, temporary staff other than Transit Ambassadors have been utilized to supplement and assist regular staff during the ERP training and implementation. It is expected that for the first few months of implementation and continued training, the need for temporary staff will increase throughout many departments to assist with daily tasks. Currently, approximately Thirty Eight Thousand Six Hundred Seventy Three Dollar ($38,673) is spent monthly on temporary staffing not related to Transit Ambassadors.

The original total contract value of the contracts was $540,000 over a three year period. However, due to the continued use of the Transit Ambassadors during the PATCO BFB Track Rehabilitation Project, the contract amount was increased by an additional One Million Dollars ($1,000,000) by the Board on July 16, 2014. On May 20, 2015, the Board approved an additional Six Hundred and Fifty Thousand Dollars ($650,000). As of January 5, 2016, there remains Four Hundred Fifty Two Thousand Dollars ($452,000) on the contract.

Staff estimates that for the remainder of the term of the Temporary Services contracts (which will expire in June 2016), an additional One Hundred Fifty Thousand Dollars ($150,000) will need to be added to the contract amount to ensure adequate funding for the Transit Ambassadors and the increased use of general temporary staff during ERP implementation. DRPA management is currently preparing a Request for Proposal for temporary workers which is expected to be presented to the Board in April with a recommendation from the Finance Committee.
<table>
<thead>
<tr>
<th>SUMMARY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>n-t-e $150,000</td>
</tr>
<tr>
<td>Source of Funds:</td>
<td>Revenue Fund, General Fund</td>
</tr>
<tr>
<td>Capital Project #:</td>
<td>#PF1010</td>
</tr>
<tr>
<td>Operating Budget:</td>
<td>DRPA Professional Services, PATCO</td>
</tr>
<tr>
<td>Master Plan Status:</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Fund Sources:</td>
<td>N/A</td>
</tr>
<tr>
<td>Duration of Contract:</td>
<td>14 months (existing contract)</td>
</tr>
<tr>
<td>Other Parties Involved:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
RESOLUTION

RESOLVED: That the Board authorizes staff to modify the current three (3) three year General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You and Perry Resources to add an additional One Hundred Fifty Thousand Dollars ($150,000) to the revised “not to exceed” amount of $2,190,000 for the contract term; 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 $150,000
Source of Funds: Revenue Fund, General Fund
Capital Project #: #PF1010
Operating Budget: DRPA Professional Services, PATCO
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: 14 months (Existing Contract)
Other Parties Involved: N/A