

**SUMMARY STATEMENT**

**ITEM NO. DRPA-16-061**

**SUBJECT: Temporary Services-  
Clerical, Administrative, Financial  
and PATCO Custodial Workers**

**COMMITTEE:**

**Finance**

**COMMITTEE MEETING DATE:**

**May 11, 2016**

**BOARD ACTION DATE:**

**May 18, 2016**

**PROPOSAL:**

**That the Board authorizes staff to negotiate a three (3) year general services contract with the following four (4) staffing firms of: (1) Accounting Principals, (2) Accountants for You & Office Staff for You (WBENC), (3) Perry Resources (WBENC), and (4) Controls & Automation Consultants, LLC dba "Custodial & Accounting Consultants" for the use of temporary Clerical, Administrative, Financial and PATCO Custodial Workers. The total cost of the contracts will not exceed One Million Dollars (\$1,000,000.00) over a three (3) year period. No one firm will be guaranteed any amount of the \$1,000,000 over the three-year term.**

**AMOUNT:**

**\$1,000,000.00 (three year period)**

**Staffing Firms:**

**Accountants For You &  
Office Staff For You (WBE)  
1515 Market Street, Suite 1108  
Philadelphia, PA 19102**

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

**Perry Resources (WBE)  
Evesham Commons  
525 Route 73 S., #201  
Marlton, NJ 08053**

**Controls & Automation Consultants, LLC  
dba "Custodial & Accounting  
Consultants"  
1865 Stanger Avenue  
Williamstown, NJ 08094**

**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:** This Agreement will 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. The use of temporary help has been beneficial to full-time staff as it works to implement SAP throughout the Authority.

On February 3, 2016, the Authority publicly advertised its intent to retain firms and invited interested firms to submit responses to the Request for Proposal. Technical and Price Proposals from nine (9) firms were received by the DRPA on March 3, 2016. A review committee consisting of both DRPA and PATCO staff were assembled to evaluate the proposals.

Four (4) qualified firms that were evaluated by the review committee have been recommended to fill the DRPA's need for temporary clerical, administrative, financial and PATCO custodial workers because they were the most responsive to the Authority's present need. These firms were considered to provide best value resources to supplement the Authority's staff. The panel believes that these four (4) firms would provide 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 were evaluated for the firms being recommended. There is a fair and competitive balance among the pricing for the firms with many variables considered during this selection process (i.e., references, qualifications of workers and proposal quality).

In addition, the recommended firms all submitted employee hourly pay rates which exceeded President Obama's Executive Order 13658 signed on February 12, 2014 and which established a minimum hourly wage of \$10.15 for contractors effective from January 1, 2016 through December 31, 2016; the minimum hourly wage rate of \$10.15 in the Commonwealth of Pennsylvania established by Governor Tom Wolf by Executive Order dated March 7, 2016 and the minimum hourly wage rate of \$8.38 in the State of New Jersey.

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**Temporary**  
**Clerical, Administrative, Financial and**  
**PATCO Custodial Workers**

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**Staff is recommending that a contract be awarded to four (4) firms: (1) Accountants For You & Office Staff For You; (2) Accounting Principals, (3) Perry Resources and (4) Controls & Automation Consultants, LLC dba “Custodial & Accounting Consultants”. Using four firms gives us 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. Upon approval, each firm will be advised that the total amount of the contract is \$1,000,000.00 for a three year period and 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 One Million Dollars (\$1,000,000.00) for three (3) years with an option to renew for an additional two (2) 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.**

<b>SUMMARY: Amount:</b>	<b>Not to exceed \$1,000,000 over the three year period</b>
<b>Source of Funds:</b>	<b>Revenue Fund and General Fund</b>
<b>Operating Budget:</b>	<b>2016, 2017, 2018 Operating Budgets</b>
<b>Capital Project #:</b>	<b>N/A</b>
<b>Master Plan Status:</b>	<b>N/A</b>
<b>Other Fund Sources:</b>	<b>N/A</b>
<b>Duration of Contract:</b>	<b>Three Years (with option to renew for two one year terms)</b>
<b>Other Parties Involved:</b>	<b>N/A</b>

**RESOLUTION**

**RESOLVED:** That the Board of Commissioners of the Delaware River Port Authority authorizes staff to negotiate a three (3) year contract with Accounting Principals, Accountants for You, Perry, and Controls & Automation Consultants, LLC dba “Custodial & Accounting Consultants” for the use of temporary Clerical, Administrative, Financial and Custodial Workers. The total cost of the agreement for three years is not to exceed One Million Dollars \$1,000,000.00; and be it further

**RESOLVED:** That the Board authorizes staff to extend the three (3) Agreement for an additional two one-year terms without having to return first to the Board for prior approval, provided that staff is satisfied with the services provided by any or all of the staffing firms; 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.

<b>SUMMARY:</b>	<b>Amount:</b>	<b>Not to exceed \$1,000,000 over the three year period 3 years</b>
	<b>Source of Funds:</b>	<b>Revenue Fund and General Fund</b>
	<b>Operating Budget:</b>	<b>2016, 2017, 2018 Operating Budgets</b>
	<b>Capital Project #:</b>	<b>N/A</b>
	<b>Master Plan Status:</b>	<b>N/A</b>
	<b>Other Fund Sources:</b>	<b>N/A</b>
	<b>Duration of Contract:</b>	<b>Three Years with an option to renew for two one-year terms</b>
	<b>Other Parties Involved:</b>	<b>N/A</b>