

Date: June 24, 2015
To: Board of Directors
From: Neil McFarlane *Neil McFarlane*
Subject: RESOLUTION 15-06-29 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING MODIFICATIONS TO FIVE INFORMATION TECHNOLOGY DEPARTMENT TEMPORARY STAFFING SERVICES CONTRACTS

1. Purpose of Item

This Resolution requests that the Board of Directors (“Board”) adopt a resolution authorizing the General Manager to execute modifications to five contracts for Information Technology Department temporary staffing services.

2. Type of Agenda Item

- Initial Contract
- Contract Modifications
- Other _____

3. Reason for Board Action

Board authorization is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action:

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

The Information Technology Department (IT) has an ongoing need to supplement their staff to meet the fluctuations in demand that are inherent in software development. The ability to temporarily supplement IT staffing for large IT project implementations and fluctuations in internal staffing levels due to retirements or resignations, is essential for TriMet in a rapidly changing technology environment. IT has five open contracts with temporary services contractors to recruit, screen and manage IT professional resources, each with a maximum contract amount of \$150,000. The contractors are Covendis Technology, Kelly Services, Vandenhouten & Associates, Inc., Lexicon, and Staffing Solutions.

Of particular note is the need to supplement IT resources to support TriMet’s electronic fare payment project which requires significant investment of IT resources. Over the past year, IT

has used a variety of mechanisms to hire staff to support the effort in multiple technical specialties depending on the specifics of the project. Temporary staffing also supports the efforts of the Technical Services group for PC and mobile device support and to support a multitude of customer survey projects. Dozens of students are hired for short duration to collect data.

IT needs the flexibility to hire for varying periods of time, depth in recruitment attained via multiple firms, and ongoing competition of the rates paid to the contractors. These objectives are met more effectively when IT recruits through multiple channels.

In order to continue to provide adequate IT staffing coverage and support through FY 16 for upgrade and redevelopment of TriMet's Ticket Office Point of Sale System to integrate with the new eFare system, IT is seeking Board authorization to increase the amount of each of the temporary staffing contracts by \$200,000, for new contract totals not to exceed \$350,000.

6. Procurement Process

TriMet is using the competitively bid State of Oregon Personal/Professional Services contract with Covendis Technology.

TriMet issued its own competitive Request for Proposals (RFP) for award of the Kelly Services, Vandenhouten & Associates, Inc., Lexicon, and Staffing Solutions contracts. Sixteen firms submitted proposals in response to the RFP. The RFP selection criteria were: Qualifications of Firm and Staff (30 points); Technical Qualifications (20); and price (50).

7. Diversity

In the State of Oregon's Personal/Professional Services Agreement, the State requires quarterly reporting from Covendis Technology that includes the list of subcontractors and identifies the firms that are certified by the State of Oregon as Minority, Women, and Emerging Small Businesses. Covendis Technology also must list each opportunity, by number, and the subcontractors that submitted responses.

TriMet's RFP included a provision in the requirements for diversity and had each proposer provide a narrative description of how it is currently utilizing minorities and women throughout its workforce. This narrative description was evaluated as part of the Qualifications of Firm and Staff. Two of the four contractors are Women Business Enterprise.

8. Financial/Budget Impact

The budget for temporary IT services is part of the eFare budget, and IT's Professional and Technical support budget.

9. Impact if Not Approved

The Board may elect to not authorize the modifications. However, if these modifications are not approved, TriMet would incur the risks associated with the potential of delay in the eFare project completion due to inadequate resources available and assigned to the project, and IT's ability to provide critical IT support will be limited.

RESOLUTION 15-06-29

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING
MODIFICATIONS TO FIVE INFORMATION TECHNOLOGY DEPARTMENT
TEMPORARY STAFFING SERVICES CONTRACTS**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract modification with each of the following firms: Covendis Technology, Kelly Services, Vandenhouten & Associates, Inc., Lexicon, and Staffing Solutions, for TriMet Information Technology Department (IT) temporary staffing support (“Modifications”); and

WHEREAS, the total amount of each of the contracts as revised by the Modifications shall exceed \$150,000; and

WHEREAS, the TriMet Board of Directors (“Board”), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modifications shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Modifications.

Dated: June 24, 2015

Attest:

Recording Secretary

Presiding Officer

Approved as to Legal Sufficiency:



Legal Department