

Date: July 26, 2017

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 17-07-57 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING MODIFICATIONS TO CONTRACTS WITH KELLY SERVICES INC., LEXICON SOLUTIONS, STAFFING SOLUTIONS LLC, AND VANDERHOUDEN & ASSOCIATES INC. FOR TEMPORARY TECHNICAL STAFFING SERVICES

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute modifications to Contracts with Kelly Services Inc., Lexicon Solutions, Staffing Solutions LLC, and Vanderhouwen & Associates Inc. for temporary technical staffing services (Services) for the Information Technology Division (IT).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board approval is required because the proposed modifications increase the Contract amounts beyond the amount previously authorized by the Board.

4. Type of Action

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

5. Background

TriMet's IT Division has an ongoing need to supplement current staffing levels on a temporary or project basis, respond quickly and effectively to the needs of agency staff, and adapt to changes in the information technology environment. To achieve maximum flexibility while being mindful of taxpayer dollars, TriMet has elected to meet many of these needs through temporary technical staffing contracts rather than through hiring full-time employees. This allows TriMet to utilize the depth of talent available through these contractors and engage

workers with very specific skill sets to resolve issues and complete projects effectively and efficiently. In the past, temporary staff have supported TriMet's eFare project, web application development, provided PC and mobile device support, and provided technological expertise on a multitude of customer survey projects. IT expects that the need for temporary staffing will increase throughout the remaining years of these Contracts.

At its June 2015 meeting, the Board approved Resolution 15-06-29, authorizing modifications to the Contracts to increase the not to exceed amount of these Contracts from \$150,000 to \$350,000. IT has used these Contracts more than was originally anticipated due to a high demand for the Services in support of agency initiatives like eFare.

6. Procurement Process

TriMet issued a competitive Request for Proposals (RFP) in April 2014. Sixteen (16) firms submitted proposals in response to the RFP. The four Contracts awarded resulting from the RFP were established as requirements contracts with the Services to be authorized through a task order process. Due to the nature of the Services, the scope of work allowed for both short and long-term assignments with the individual temporary staff to be hired through a screening and hiring process. Hourly rates for individual temporary staff are negotiated between the contractors and IT as a result of the screening and hiring process. The Contracts were awarded with a base term of one-year with four one-year renewal options at TriMet's sole discretion.

The Contracts are currently in their third year with two option years remaining. The attached Resolution requests that the Board authorize an additional \$500,000 for each Contract, increasing the not-to-exceed amount from \$350,000 to \$850,000 each for the remainder of the term.

7. Diversity

TriMet's RFP required that each proposer provide a narrative description of how they currently utilize minorities and women throughout their workforce. The narrative description was evaluated as part of the evaluation criteria. One of the selected firms, Staffing Solutions LLC, is a State of Oregon certified Woman owned Business Enterprise.

Due to the nature of the Services provided, TriMet engages the firms when a need arises and budget permits and goes through the screening and interview process to find the most qualified candidate for the temporary work or project in demand. Through this process, IT makes an effort to identify minority and women candidates.

8. Financial/Budget Impact

The attached Resolution requests that the Board authorize an additional \$500,000 for each Contract, increasing the not-to-exceed amount from \$350,000 to \$850,000 each for the remainder of the term. With the requested increase, IT will have capacity in the Contracts to respond to demand for temporary technical services to support ongoing and future agency initiatives without needing to hire additional full-time employees. The Contracts will be used by IT as needed and when budget permits.

9. Impact if Not Approved

If this Resolution is not approved, TriMet would need to either re-solicit a RFP for the Services or hire additional full-time employees to support the demand. Hiring additional full-time employees is not recommended due to the sporadic need for the Services. Re-soliciting a RFP for the Services is not recommended either because the RFP solicited in April 2014 was competitive and returned sixteen (16) proposals and it is not anticipated that a better result would be achieved with another RFP. The four Contracts have approximately two option years remaining and the fact that they were established as requirements based contracts allows for an increase in the utilization of the Services if—and when—demand exists and budget permits.

RESOLUTION 17-07-57

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING MODIFICATIONS TO CONTRACTS WITH KELLY SERVICES INC., LEXICON SOLUTIONS, STAFFING SOLUTIONS LLC, AND VANDERHOUDEN & ASSOCIATES INC. FOR TEMPORARY TECHNICAL STAFFING SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into contract modifications with Kelly Services Inc., Lexicon Solutions, Staffing Solutions LLC, and Vanderhouwen & Associates Inc. for temporary technical staffing services (Services); and

WHEREAS, the total amount of the Modifications shall exceed the contract amounts previously authorized by the TriMet Board of Directors (Board); 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 to increase each Contract from \$350,000 to \$850,000 for the remainder of the term.

Dated: July 26, 2017

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department