



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 5, 2018

FR: Executive Director

W.I.: 1153

RE: Purchase Order Amendment – Temporary Staffing Services: Ajilon Employment Services (\$12,800)

This memorandum seeks Committee approval to amend the existing purchase order with Ajilon Staffing Services. This purchase order amendment is to provide temporary staff to fill approved time-limited or project based positions in an amount not to exceed \$12,800.

Background

FY 2017-18 temporary staffing budget funds were authorized by this Committee in June 2017 for purchase orders due to the July 2017 consolidation of MTC and ABAG. The additional staff were needed to assist with the increase in workload.

As such, staff is requesting approval to increase the amount of Ajilon's purchase order by \$12,800, which will bring the total to \$212,800 for the fiscal year. These funds will come out of the approved FY 2017-18 budget in the form of salary savings.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order amendment to provide additional temporary funding for this staffing. The additional amount will not exceed \$12,800 for these performed staffing services through June 30, 2018.



Steve Heminger

SH:am
Attachment

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order Amendment

Work Item No.:	1153
Consultant:	Ajilon Staffing Services. San Francisco, CA
Work Project Title:	Temporary Staffing Support
Purpose of Project:	Temporary agency assistance
Brief Scope of Work:	To provide support staff to assist in the Finance and the Administration And Facilities Services Sections
Project Cost Not to Exceed:	\$12,800 this amendment Previously approved purchase order = \$200,000 Total approved purchase order amount based on this action = \$212,800
Funding Source:	General Funds
Fiscal Impact:	Funds are included in the FY 2017-18 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue an amended purchase order to Ajilon to provide temporary staffing services and the Chief Financial Officer is directed to set aside \$12,800 in FY 2017-18 funds for such purchase order.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: September 12, 2018