

Metropolitan Transportation Commission Administration Committee

October 14, 2020

Agenda Item 2b - 20-1330

Contract Amendment – MTC EDMM and Classification Revisions and Implementation: Koff and Associates (\$282,000)

Subject: Staff requests Committee approval of a contract amendment in an amount not to exceed \$282,000 with Koff and Associates (K&A) to provide ongoing project management support for EDMM revisions and implementation, and the completion of a classification family and specification updating project, followed by a total compensation study and review.

Background: In June 2015, the MTC Executive Director approved the award of a sole source contract with Koff and Associates to conduct a regional salary survey of a selection of MTC Staff to establish a baseline for the MTC Organization Study. Since that award, the K&A scope of work expanded to include analysis of ABAG staff and a comparison of the ABAG staff roles and classifications for integration into the MTC structure. K&A played an integral role in gathering data on both MTC staff and ABAG staff positions, job duties and pay classifications. Over the course of the agreement, K&A completed various research, analysis and reporting on MTC's organization structure, protocols and processes, job families and classifications, and total compensation.

In congruence with the Organizational Study, in 2018 via Resolution Nos. 4341 and 4342 for non-management and management staff employment benefits and salary schedules, MTC committed to revising and updating Executive Director Management Memorandums (EDMMs) related to Performance Management, Progressive Discipline & Grievance, Organizational Learning and Development, Salary Administration, Career Ladder Progression, and Leaves. Additionally, Resolution Nos. 4341 and 4342 committed MTC to updating agency classification families and specifications, mapping positions to updated specifications, and to completing a total compensation study and review.

K&A's experience, knowledge, and understanding of MTC, its employees and pay structures and their work on the organization structure, protocols and processes, job families and classifications, and total compensation positions K&A to assist with further implementation of MTC's EDMM revisions, the completion of the classification family and specification updating project, and to conduct a total compensation study and review as part of the MTC Organization Study in preparation for the 2022 non-management and management staff memorandum of understanding for benefits and salary negotiations. The proposed contract amendment would

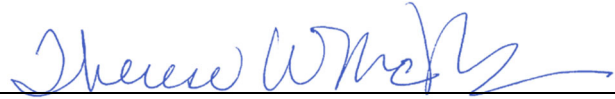
fund the ongoing project management support for EDMM revisions and implementation, the completion of the classification updating work and implementation, and the total compensation study and review.

This amendment would add \$282,000, bringing the contract total to \$482,000, and would extend the contract through December 31, 2021. The funding for this amendment is in the approved FY 2020-21 budget. K&A are a California State-certified Small Business Enterprise, and through the County of Alameda, they are also a locally certified Local, Small Local, and Very Small Local Business Enterprise.

Issues: None

Recommendation: Staff recommends that this Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment to extend the contract through December 31, 2021, and add \$282,000, for a new total contract not to exceed amount of \$482,000 with K&A to provide ongoing project management support for EDMM revisions and implementation, and the completion of the classification updating work and implementation, and the total compensation study and review.

Attachments: Request for Committee Approval – Summary of Proposed Contract Amendment


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1153
Consultant:	Koff and Associates Berkeley, CA
Work Project Title:	MTC Organization Study
Purpose of Project:	Support MTC with project management for EDMM revisions and implementation.
Brief Scope of Work:	Documentation and process review, stakeholder engagement, steering committee engagement, document drafting, protocol revisions, and implementation support and materials; and the completion of the classification updating work and implementation, and the total compensation study and review.
Project Cost Not to Exceed:	\$282,000 (this amendment) Total contract amount before this amendment: \$200,000 Total contract amount after this amendment: \$482,000
Funding Source:	General Funds, MTC Operating Funds
Fiscal Impact:	\$282,000 is included in the FY 2020-21 budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Koff and Associates to perform project management support for EDMM revisions and implementation as described above and in the Administration Committee Summary Sheet dated October 14, 2020, and the Chief Financial Officer is authorized to set aside funds in the amount of \$282,000 for such amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	October 14, 2020