

**Metropolitan Transportation Commission
Administration Committee**

March 11, 2026

Agenda Item 2d-26-0319

Purchase Order Amendment – Temporary Employment Services: Accel Employment Services (\$130,000)

Subject:

Request for authorization to issue a Purchase Order amendment in an amount not to exceed \$130,000 with Accel Employment Services for temporary staff support to continue to fill immediate staffing operational needs at the Bay Area Metro Center (BAMC) through June 30, 2026.

Background:

Since 2016, Accel Employment Services, a trusted local staffing agency, has provided temporary recruitment and placement services for the Bay Area Headquarters Authority (BAHA) and the Metropolitan Transportation Commission (MTC). Their expertise has been essential in sourcing qualified temporary staff to support the growing demands of public meetings and events, ensure timely restocking of supplies, assist with office relocations, coordination of ergonomic assessments, and optimize space utilization at BAMC. The additional staff have ensured seamless event coordination, enhanced the attendee experience, and maintained operational efficiency. With the increase in the number and scale of events, this supplemental support has been critical in meeting higher service demands and ensuring consistent, high-quality execution. Temporary agency personnel services fall under the pre-approved exceptions to MTC's competitive procurement requirements included in the Executive Director's Management Memorandum – Third Party Contracting Policies & Procedures (EDMM 352). Additional funding is now required to continue the provision of services. The proposed amendment would add an additional \$130,000 to the existing Purchase Order not to exceed the amount of \$330,000 for the remainder of Fiscal Year 25/26.

Funds for this proposed Purchase Order amendment are included in the FY 2025/26 MTC Operating Fund.

Recommendations:

Staff recommends that the Authority authorize the Executive Director or their designee to issue a Purchase Order amendment in an amount not to exceed \$130,000 to the existing Purchase Order

not to exceed amount of \$330,000, for temporary staff support to fill immediate staffing operational needs for the Metropolitan Transportation Commission, at the BAMC.

Attachments:

- Attachment A – Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract Amendment.



Andrew B. Fremier

Attachment A

Small Business Enterprise Status

	Firm Name	Role on Project			SBE* Yes / No	If SBE Yes, List #
Prime Contractor	Accel Employment Services	Consultant			No	
Subcontractor						
Subcontractor						

*Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Purchase Order Amendment

Work Item No.: 1153

Consultant: Accel Employment Services
Alameda, CA

Work Project Title: Professional Temporary Staffing Services

Purpose of Project: Provide temporary staff for the Metropolitan Transportation Commission

Brief Scope of Work: Provide recruiting and placement services for temporary staffing needs.

Project Cost Not to Exceed: This amendment: \$130,000
Current contract value before this amendment: \$200,000
New contract value not to exceed amount: \$330,000

Funding Source: MTC Operating fund, Consultant/Professional Fees

Fiscal Impact: Funding is included in FY 2025-26 MTC Operating fund

Motion by Committee: That the Executive Director or designee is authorized to issue a purchase order amendment not to exceed amount of \$130,000 with Accel Employment Services for recruiting and placement services described above and in the Administration Committee Summary Sheet dated March 11, 2026, and that the Chief Financial Officer is authorized to set aside \$130,000 for such purchase order amendment.

Administration Committee:

Gina Papan, Chair

Approved: March 11, 2026