

APPENDIX 4: STAFFING REQUEST FOR VENDOR/CONTRACT MANAGEMENT

BACKGROUND

The Vendor/Contract Management (V/CM) Department provides cross functional administrative and technological support to Metro's core business units. V/CM is comprised of the Diversity and Economic Opportunity, Procurement, Supply Chain Management, Administration and Policy and Project Management organized as functional units with integrated processes to achieve procedural and process efficiencies and deliver successful support to accomplish Metro's mission, goals and objectives.

ISSUE

The successful delivery of the voter approved Measure R program is highly dependent on a strong V/CM team that utilizes industry-best practices to fulfill Metro's Mission as the agency responsible for the continuous improvement of an efficient and effective transportation system for Los Angeles County.

The number of V/CM staff supporting Engineering and Construction has not grown at a pace required to adequately support and oversee the rapidly developing transit construction and capital program. Therefore, existing staff is not sufficient for the Crenshaw/LAX, Regional Connector and Westside Purple Line Extension Section 1 projects based on current workload factors. To meet project needs, the Projects have utilized consultants to supplement V/CM in the areas of contract administration management and senior contract administration. However, specialized staff is necessary to execute these time sensitive and board mandated project in order to increase continuity of the process and prevent risk. In an effort to remedy the current shortage of V/CM staff support, three Senior Contract Administrator positions and one Contract Administration Manager position, with the possibility of reclassifying any of these positions to create Claims Avoidance Specialists for Crenshaw/LAX, Regional Connector and Westside Purple Line Extension Section 1, were submitted and discussed with the Engineering and Construction department. They have acknowledged their need of this support and included the positions in their staffing plans for FY16.

DISCUSSION

The procurement function and contract management is an important factor for Metro's bottom line. When managed successfully, it can lower costs, improve safety, increase quality and efficiency, and enhance our system's overall reputation among our customers, elected officials, and the public. In addition, by transitioning consultant to FTEs Metro may generate other potential benefits such as continuity within the process, prevention of risk of disruption for our customer and an increase in the pool of skilled staff to build a succession plan for the future.

ALTERNATIVE

The Board may decide not to approve the transition of consultant functions to Metro staff for V/CM. This is not recommended because it would perpetuate heavy reliance on consultants, where specialized staff is necessary to execute these time sensitive and board mandated projects, to fulfill critical needs in the areas of acquisition planning, coordination of pre-award actions to produce executable contracts, price and cost analysis, value engineering review, contract price negotiations and claims management, change order processing, post-award contract administration, and contract close-out.

**ATTACHMENT 4A - TRANSITION FROM CMSS/CONSULTANT TO METRO STAFF
VENDOR/CONTRACT MANAGEMENT (V/CM) DEPARTMENT**

Priority	Funding	Position Title	Job Description (currently performed by consultant)	Justification	Required By
1	Crenshaw/LAX (1 FTEs) Westside PLE section 1 (2 FTE)	Sr. Contract Administrator	The Sr. CA is responsible for the efficient and effective acquisition of goods and services in support of assigned clients. The Sr. CA leads a Contract Administration Team that supports assigned client departments, and performs senior level, complex procurements for major projects and services to ensure timely, efficient support in compliance with Authority, local, state, and federal laws, rules and regulations. Prepares and reviews solicitation documents, evaluates bid results, chairs source selection committees, establishes and enforces evaluation criteria, sets schedules, and makes award recommendation on contract procurements. Selects vendors, obtains and compares price quotations, completes cost/price analysis process, negotiates price, terms and conditions. Evaluates contractor performance to determine compliance with contract obligations. SR CA works with contractor and client department to ensure timely contract completion and/or renewal; timely submission of scopes, technical descriptions, Board reports, and the submission of work product specified in the contract. Responds to award protests and holds debriefings with unsuccessful proposers. Completes final draft of contract documents, negotiates change orders and amendments. Prepares Board reports for contract approval. Prepares status reports, summaries and correspondence.	Positions will support projects in the areas of Crenshaw/LAX, and Westside/Purple Line Extension 1. These positions were submitted and discussed with the Engineering and Construction Dept. and they have acknowledged their need of this support and included in their staffing plans for FY16. Specialized staff is needed to execute these time sensitive and board mandated projects. Existing staff is not sufficient for these types of projects based on current workload factors.	1st Q FY16
1	Crenshaw/LAX (1 FTE)	Contract Administration Manager	The Contract Administration Managers oversee Contract Administration staff in the development, negotiation, and administration of contracts in support of the administrative services clients. Ensures that resources are adequately allocated for the client's support. Ensures compliance with the rules and regulations, policies and procedures of the authority, local, state, and federal governments. Oversees the preparation and analysis of RFP's, IFB's, RFIQ's, amendments, change orders, and task orders. Plans, directs and communicates work requirements and schedules to provide timely, efficient service to client departments. Prepares and issues reports regarding the technical and project specific contract matters to management.	The position will support the Crenshaw/LAX project. The position was submitted and discussed with the Engineering and Construction Dept. and they have acknowledged their need of this support and included in their staffing plans for FY16. Specialized staff is needed to execute these time sensitive and board mandated projects. Existing staff is not sufficient for these types of projects based on current workload factors.	1st Q FY16