

RESOLUTION 2004- 60

AUTHORIZING AN INCREASE TO CONTRACT 2004-031 WITH HUMAN RESOURCE DEPARTMENT LTD. TO PROVIDE ADDITIONAL TEMPORARY SERVICES AT A PRICE NOT TO EXCEED \$49,280.00 (GENERAL FUND, HUMAN RESOURCES DEPARTMENT BUDGET).

WHEREAS, the Authority identified a need for a temporary Benefits Manager until a full-time Benefits Manager can be hired; and

WHEREAS, after negotiations, a small purchase contract was entered into with Human Resource Department Ltd. located at 23240 Chagrin Boulevard, Suite 845, Cleveland, Ohio 44122 for this purpose at a price not to exceed \$24,640.00; and

WHEREAS, the Authority has now identified the need to increase this contract to provide additional temporary services for a Benefits Manager; and

WHEREAS, the General Manager /Secretary-Treasurer has deemed it to be in the best interest of the Authority to obtain these additional services through Human Resource Department Ltd.; and

WHEREAS, it is necessary to amend the current contract and increase the price for this purpose; and

WHEREAS, said increase will exceed the General Manager's small purchase authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Human Resource Department Ltd. to continue temporary services for a Benefits Manager, as negotiated, be and the same is hereby accepted.

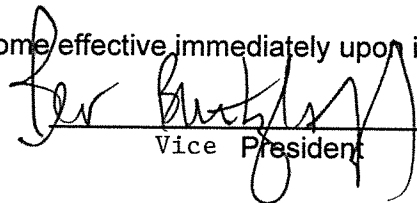
Section 2. That the General Manager /Secretary-Treasurer of the Authority be and he is hereby authorized to amend Contract 2004-031 with Human Resource Department Ltd. to provide additional temporary services for a Benefits Manager.

Section 3. That said amendment shall be payable out of the General Fund, Human Resources Department budget, in the amount of twenty-four thousand six hundred forty & 00/100 dollars (\$24,640.00), for a total contract price not to exceed forty-nine thousand two hundred eighty & 00/100 dollars (\$49,280.00).

Section 4. That all other terms and conditions of said contract shall remain unchanged.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: April 20, 2004



Vice President

Attest: 

CEO, General Manager/Secretary-Treasurer

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

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TITLE/DESCRIPTION: AUTHORIZING AN INCREASE TO CONTRACT 2004-031 WITH HUMAN RESOURCE DEPARTMENT LTD. TO PROVIDE ADDITIONAL TEMPORARY SERVICES AT A PRICE NOT TO EXCEED \$49,280.00 (GENERAL FUND, HUMAN RESOURCES DEPARTMENT BUDGET).	Resolution No.: 2004-60
	Date: April 15, 2004
	Initiator: Human Resources Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to enter into a change order with Human Resource Department Ltd. to continue to provide temporary services for a Benefits Manager until a full-time Benefits Manager can be hired.
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority initially awarded a small purchase contract based upon an urgent need to fill a recently vacated position. The posting of this open position had been delayed due to budgetary issues. The Benefits Manager is a critical position held in the Human Resources Department. In order to continue to provide timely and effective benefit services to employees, it is necessary to extend the services of this temporary services professional until the position can be filled.
- 3.0 PROCUREMENT BACKGROUND: In December 2003, the Authority entered into a small purchase contract with Human Resource Department Ltd. to provide temporary services for a Benefits Manager at a negotiated price not to exceed \$24,640.00. Subsequently, the Authority has determined that, due to budgetary reasons, these additional services will be needed until the position is filled. An estimated \$24,640.00 will be required to fund this extension at the original contract bill rates. Since this amount exceeds the small purchase limit, Board authorization is required.

A cost/price analysis has been performed and the Procurement Department has determined the pricing to be fair and reasonable.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. The Office of Business Development does not establish goals on small purchases or any procurement that was initially less than \$25,000.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This change order is funded through the General Fund, Human Resources Department budget in the amount of twenty-four thousand six hundred forty & 00/100 dollars (\$24,640.00) for a total contract price not to exceed forty-nine thousand two hundred eighty & 00/100 dollars (\$49,280.00).
- 7.0 ALTERNATIVES: Reject this change order. Rejection of this change order will leave the Authority without an experienced Benefits Manager to assist the Human Resource Department and the Authority's employees.
- 8.0 RECOMMENDATION: It is recommended that the change order be accepted and the resolution passed authorizing the General Manager to modify the contract.

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9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO/General Manager/Secretary-Treasurer