



*May 12, 2025*

**To:** Members of the Board of Directors  
**From:** Darrell E. Johnson, Chief Executive Officer  
**Subject:** Approval to Release Request for Proposals for Temporary Staffing Services

**Overview**

The Orange County Transportation Authority has developed a request for proposals to initiate a competitive procurement process to select a firm or firms to provide temporary staffing services.

**Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 5-4052 to select a firm or firms to provide temporary staffing services.
- B. Approve the release of Request for Proposals 5-4052 for a firm or firms to provide temporary staffing services for a three-year initial term with two, two-year option terms.

**Discussion**

The Orange County Transportation Authority (OCTA) is committed to maintaining a high level of efficiency and productivity. To support this goal, temporary staff are utilized during periods of regular staff shortages or for special projects that require additional resources. These temporary positions are used only as needed to ensure deadlines are met and objectives are achieved, and they do not increase the number of approved budgeted positions. OCTA has utilized temporary staffing in this way since 1990.

Historically, most temporary staffing at OCTA has been in clerical or administrative support roles, often due to employee leaves of absence or turnover. Because leaves of absence are typically unplanned, OCTA lacks the internal capacity to cover these vacancies without additional support.

Temporary staff have also been brought in for special or non-recurring projects with defined end dates. Looking ahead, several factors may lead to continued reliance on temporary help, including a competitive and evolving labor market that could impact OCTA's ability to attract high-quality candidates. Additionally, temporary staff are needed to fill in for employees participating in the Employee Rotation Program.

While succession planning and retirement forecasting are ongoing priorities, there are instances when vacancies cannot be filled as quickly as needed. In such cases, temporary staffing becomes essential to maintain operations. Currently, 176 administrative employees are eligible for retirement. The ability to bring in temporary personnel during the transition period between an employee's departure and the hiring of a highly qualified replacement is critical to ensuring continuity and organizational stability.

The current contract for temporary staffing services was most recently approved by the Board of Directors (Board) on October 8, 2018. This agreement is set to expire on October 31, 2025. In order to ensure continuity of operations and ability to bridge the gap during temporary vacancies or for special projects, temporary staff are utilized to provide critical support and maintain productivity during these periods of transition.

***Procurement Approach***

OCTA's Board-approved procurement policies and procedures require that the Board approve all request for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals received in response to the RFP.

The proposed evaluation criteria and weightings are as follows:

- Qualifications of the Firm 25 percent
- Staffing and Project Organization 20 percent
- Work Plan 30 percent
- Cost and Price 25 percent

Several factors were considered in developing the evaluation criteria weightings. Qualifications of the firm is weighted at 25 percent as the firm must have the resources and capabilities to provide temporary personnel. Staffing and project organization is weighted at 20 percent to ensure an experienced project team is proposed. Work plan is weighted highest at 30 percent as the firm must

demonstrate its work plan approach to provide temporary staff, such as screening and background checks, job skills testing, and processing temporary service order requests. Cost is also weighted at 25 percent to ensure a fair comparison of the proposed rates, as well as ensure that OCTA receives value for the services provided.

The contract term for this procurement is a three-year initial term with two, two-year option terms. The total budget for the initial term is anticipated to be approximately \$3,220,000.

This RFP will be released upon Board approval of these recommendations.

#### **Fiscal Impact**

The final approved contract for temporary staffing services grants spending authority only and does not have a direct impact on the overall budget. Temporary staffing is used on an as-needed basis, based on the specific requirements of each department. Accordingly, anticipated costs are either included in each department's budget or offset by salary savings within the department's existing budget. These expenditures will be incorporated into OCTA's Proposed Fiscal Year 2025-26 Budget, pending Board approval, and will be funded with local funds.

#### **Summary**

Board of Directors' approval is requested to release Request for Proposals 5-4052 to provide temporary staffing services, as well as approval of the proposed evaluation criteria and weightings.

***Attachment***

- A. Draft Request for Proposals (RFP) 5-4052, Temporary Staffing Services

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