



Date: March 09, 2021  
Current Meeting: March 18, 2021  
Board Meeting: March 25, 2021

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Chief Information Officer Marcus Burnside  
**SUBJECT:** Consideration and Approval of IT Temporary Staffing

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**ACTION ITEM A – 6**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement award standards, it is requested that the Board authorize the President/CEO to enter into a contract agreement with MS-IL Staffing and Packaging to provide temporary staffing for twelve (12) months in an amount not to exceed \$250,000.

**BACKGROUND:**

Temporary staffing provides the flexibility to keep staffing levels optimal as business needs change. Temporary staffing reduces overall staffing costs because their presence can keep regular employees fully productive but not overworked and provide experience and expertise absent within the current staff. IPTC has utilized temporary staffing regularly and is an essential part of significant capital and operational projects. For instance, during the migration of IPTC’s Enterprise Resource Planning (ERP) software Ellipse to Microsoft Dynamics AX in 2016/2017, IPTC used temporary staffing for Technical Business and Quality Assurance Analysts and Project Management. IPTC also used temporary staffing for major Information Technology (IT) initiatives during the Red Line Project in 2019.

**DISCUSSION:**

IPTC has two (2) significant projects starting in Q2 2021: Dynamics 365 Migration and IT Compliance and Controls. As with previous significant projects, IPTC will leverage temporary staffing for specific expertise and project success experience. The Microsoft Dynamics AX/365 Engineer will fulfill the technical gap between the Dynamics 365 Implementor and IT Department, which was observed previously during the migration of Ellipse to Microsoft Dynamics AX project. The IT Controls Analyst will help develop and organize the appropriate controls, frameworks, and change management processes recommended by IPTC’s Governance and Audit Department.

**ALTERNATIVES:**

The Board could choose not to award the contract for temporary staffing. However, IPTC will experience significant delays and potential additional implementation costs associated with the D365 Migration and IT Compliance and Controls projects.

**FISCAL IMPACT:**

The cost for temporary staffing will be \$185,000 in FY2021 and \$65,000 in FY2022. IT will explore the possibility of budgeting the temporary staffing positions as full-time employees in FY2022 at the end of the twelve (12) month contract.

**DBE/XBE DECLARATION:**

The procurement for Temporary Staffing will be funded locally; therefore, DBE goals will not apply.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on March 18, 2021.