

STAFF REPORT

SUBJECT: FlexWork Santa Barbara (Phase I) Contract Amendment

MEETING DATE: April 20, 2006

AGENDA ITEM: 6E

STAFF CONTACT: Kent Epperson

RECOMMENDATION:

Authorize the Chair to execute an amendment to the Flexible Schedules and Telecommuting (FlexWork) contract with Telecommuting Advantage Group to increase the project budget by \$7,500 to allow for an extended project timeline through July 20, 2006.

DISCUSSION:

The purpose of the FlexWork Santa Barbara Program is to assist employers (public and private) in developing Telecommuting and Flexible Schedule (FlexWork) programs that can make a solid business case for FlexWork programs in Santa Barbara County. The overall goal is to stimulate more telecommuting and flexible work schedules throughout the County of Santa Barbara in order to reduce peak period traffic congestion, improve air quality and to assist employers in addressing high staff turnover that results from long distance commutes. The program was funded with Federal Congestion Mitigation and Air Quality (CMAQ) funds. A second phase of FlexWork pilot program is planned to begin early next fiscal year in preparation of the Milpas to Hotsprings Hwy 101 project Traffic Mitigation Program (TMP).

On May 3, 2004, SBCAG executed a two year contract with the Telecommuting Advantage Group (TAG), to implement the Phase I FlexWork Santa Barbara pilot program. TAG is a telecommuting consultant hired to recruit several employers to participate in telecommuting and flexible schedule pilot programs in order to develop case studies to be used to promote additional telecommuting in Santa Barbara County. TAG and SBCAG Traffic Solutions were successful in recruiting four of the largest employers for the pilot program, including, Santa Barbara County, the City of Santa Barbara, Cottage Health System and UCSB, as well as SBCAG and Veeco Technologies. Each pilot program has developed under different timelines as a result of the different program complexities and market forces. UCSB, SBCAG and the City of Santa Barbara have fully launched their FlexWork programs. Cottage Health System, the County Sheriff's Department and Veeco Technologies were all delayed in the implementation of their FlexWork programs, however all three of these programs have made significant progress in recent months and are committed to rollout programs this summer. In order for these three employers to make further progress implementing their FlexWork

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programs, additional telecommuting consulting services will be needed over the next two to three months. The recommended contract amendment will provide the additional budget and project timeline for these consulting services to be provided by TAG. In the spirit of private-public partnerships, if SBCAG extends its contract with TAG for another three months, Cottage Health System has agreed to share a portion of their additional FlexWork consulting costs over the next two months. In the same spirit, the Telecommuting Advantage Group (TAG) has agreed to only charge SBCAG for 50% of their consulting hours through the end of the amended contract. In order to continue offering telecommuting consulting services during the next few critical months of program development (accounting for the cost sharing arrangements with Cottage Health System and TAG), \$7,500 in additional consulting services are needed to extend the contract through July 20, 2006.

Recommendation:

Staff is recommending the Flexible Schedules and Telecommuting (FlexWork) contract with Telecommuting Advantage Group be amended to increase the project budget by \$7,500 (from \$95,000 to \$102,500) and extend the project timeline to July 20, 2006. The contract increase could be fully funded with funds remaining from a previously approved CMAQ grant awarded to SBCAG in 2003. The SBCAG FY 05/06 budget includes these surplus CMAQ funds, therefore, no appropriation increase is required. The contract increase could be fully funded with funds remaining from a previously approved CMAQ grant awarded to SBCAG. If this amendment is executed, a Phase I FlexWork Pilot program final report will be presented to the SBCAG Board in June or July, 2006. A separate Phase II FlexWork contract with TAG will be brought to the SBCAG Board for approval in July or August, 2006.

COMMITTEE REVIEW:

The FlexWork Task Force provided input regarding the contract extension and recommends that TAG's service be extended another three months.

ATTACHMENTS:

Attachment A: Contract Amendment #1

ATTACHMENT A

**AGREEMENT BETWEEN
THE SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
AND
TELECOMMUTING ADVANTAGE GROUP
FOR
TELEWORK AND FLEXIBLE WORK SCHEDULE TECHNICAL ASSISTANCE**

AMENDMENT #1

THE CONTRACT FOR TELEWORK AND FLEXIBLE WORK SCHEDULE TECHNICAL ASSISTANCE ("Contract") entered into as of May 5, 2004 by the firm Telecommuting Advantage Group, a California S-corporation (hereinafter called "Consultant") whose corporate address is 25 Corwin Street #3 San Francisco, CA 94114 and the Santa Barbara County Association of Governments (hereinafter called SBCAG) whose address is 260 North San Antonio Rd., Suite B, Santa Barbara, CA 93110 ("SBCAG") is hereby amended as follows (strikeouts indicate deletions, bolded text indicates additions):

Article 2 - Time of Performance

The services of CONTRACTOR are to commence after this Agreement has been executed and notice to proceed has been issued to CONTRACTOR by SBCAG. All work described herein shall be completed ~~within two years from the date of the notice to proceed~~ **by July 20, 2006.**

Article 4 - Compensation

CONTRACTOR agrees to perform for the benefit of SBCAG all of the services set forth and described in Appendix "A" of the Agreement. For the performance of the services, SBCAG agrees to pay CONTRACTOR in accordance with the compensation set forth in Appendix "B", Compensation attached hereto and by reference incorporated herein and made part of this Agreement. Total compensation for direct costs paid by SBCAG to CONTRACTOR shall not exceed ~~\$95,000~~ **\$102,500**. Said compensation includes all costs for direct and indirect labor charges, expenses, overhead, fee and profit, as well as any work that is subcontracted. Costs will be reimbursed on a time and materials basis.

Appendix B: Compensation:

Proposed Cost by Task

Description	# of Hours	Hours x \$60	Travel	Item Total
Task 1.0: Employment and Commute Patterns	100	\$6,000	\$2,000	\$8,000
Task 2.0: Developing Training Program	50	\$3,000	\$0	\$3,000
Task 3.0: Recruit Employers	150	\$12,000	\$2,000	\$14,000
Task 4.0: Assist with Implementation of Programs				
Task 4.0: Subtask A: Design & Offer Technical Telework Support and Training	600	\$36,000	\$4,000	\$40,000 \$47,500
Task 4.0: Subtask B: Conduct Pre-and Post Surveys	100	\$2,000	\$0	\$2,000
Task 5.0: Develop Case Studies and Reports	150	\$9,000	\$1,000	\$10,000
Task 6.0: Assist in Organizing Forum	50	\$3,000	\$1,000	\$4,000
Task 7.0: Website Assistance	150	\$11,000	\$0	\$11,000
Task 8.0: Prepare Monthly Reports	50	\$3,000	\$0	\$3,000
TOTAL:				\$95,000 \$102,500

IN WITNESS WHEREOF, the parties hereto have executed the amendment #1 to this agreement, effective as April 20, 2006.

**SANTA BARBARA COUNTY
ASSOCIATION OF GOVERNMENTS**

Joe Centeno, SBCAG Chair

Date: _____

Jim Kemp, Executive Director

Date: _____

CONTRACTOR

Rick Albiero, Telecommuting Advantage Group CEO

Date: _____

APPROVED AS TO FORM:

Kevin Ready, Sr., Deputy County Counsel