

# access

## PLANNING AND DEVELOPMENT COMMITTEE

Monday, March 22, 2021

12:30 p.m.

### Webinar

Committee Members: M. Gombert, Chair  
D. Nason  
J. Wisdom

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	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. GENERAL PUBLIC COMMENT	INFORMATION
3. CONSIDERATION TO APPROVE RENEWALS OF EMPLOYEE HEALTH AND BENEFIT CONTRACTS (page 4)	ACTION
4. CONSIDERATION TO APPROVE RENEWAL OF SELF-INSURED RETENTION AUTOMOBILE LIABILITY PROGRAM (page 7)	ACTION
5. CONSIDERATION TO APPROVE RENEWAL OF COMMERCIAL BUSINESS PACKAGE INSURANCE (page 9)	ACTION
6. CONSIDERATION TO AWARD COUPON PRINTING CONTRACT (AS-4135) (page 11)	ACTION
7. BUDGET UPDATE	PRESENTATION
8. ADJOURNMENT	ACTION

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your

request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board committee meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board committee both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board committee members by staff or Board committee members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board committee during a Board committee meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board committee is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board committee will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board committee may direct staff to investigate and/or schedule certain matters for consideration at a future Board committee meeting and the staff may respond to all public comments in writing prior to the next Board committee meeting.

Alternative accessible formats are available upon request.

### **\*NOTE**

#### NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - [board@accessla.org](mailto:board@accessla.org) or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 9:00 am on Monday, March 22, 2021 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

## Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: [https://accessla.org/news\\_and\\_events/agendas.html](https://accessla.org/news_and_events/agendas.html). Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://zoom.us/j/92863887592>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

## By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at: [https://accessla.org/news\\_and\\_events/agendas.html](https://accessla.org/news_and_events/agendas.html)
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)  
Webinar ID: 928 6388 7592
4. When the Committee Chair calls for the item on which you wish to speak, press \*9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
5. If you cannot use the "raise hand" feature, the please submit a written comment as outlined above.
6. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

MARCH 15, 2021

**TO: BOARD OF DIRECTORS**

**FROM: ELIZABETH ZAMBRANO, MANAGER OF HUMAN RESOURCES  
F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION**

**RE: CONSIDERATION TO APPROVE RENEWALS OF EMPLOYEE HEALTH AND BENEFIT  
CONTRACTS**

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**ISSUE:**

The current Access Services employee benefit insurance policies for medical, dental, vision, life and long-term disability will expire on June 30, 2021. The Board must approve a benefit plan so that employee benefits are in place for the next fiscal year starting July 1, 2021.

**RECOMMENDATION**

Approve the employee benefit insurance policies for the period of July 1, 2021 through June 30, 2022 at a cost not to exceed \$1,139,876.

**IMPACT TO BUDGET**

The costs for these policies (\$1,008,245 for the medical policy and \$131,631 for all other Access sponsored policies), is an 8% increase over the current year and will be included in the proposed FY2021/22 budget. The funding for these policies comes from local funds.

The amount requested for approval is an estimate based on information obtained from our insurance broker at the time of preparation of this Board item. Since quotes are generally not available until the date of the actual policy renewal, it is possible that the actual cost of the premiums will be lower than the stated estimate.

**ALTERNATIVES CONSIDERED**

Access' insurance broker, SullivanCurtisMonroe (SCM), will be conducting a comprehensive market survey in early April. Similar benefit plans with health care carriers such as Blue Shield and United Health Care have previously resulted in 9% to 25% premium increases. The current Kaiser plan will likely be the most cost advantageous to Access.

## **EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the Board, the staff will be authorized, but not required, to negotiate and enter into a renewal of the existing Kaiser Health Care plan and modify Access' existing vision, dental, and other benefit plans in accordance with terms, conditions and costs that are no less favorable to Access than those proposed herein. Access would not be legally bound to the renewal or modifications unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

## **BACKGROUND**

Access Services (Access) offers a comprehensive package of employee benefits. Coverage of insurance begins the first day of the month after 30 days of employment. All full-time staff employees and their eligible dependents may participate in Access' comprehensive health coverage. These benefits include the following:

### **Comprehensive Health Insurance - Kaiser-Permanente (HMO & PPO)**

Participants may choose coverage for themselves and any eligible dependents, or to opt-out of the plan if they are covered by another employer sponsored plan.

Access pays 90% of the entire premium cost for HMO or 80% of the entire premium for PPO coverage for both employee and eligible dependents up to limits established by the Board of Directors.

### **Dental Insurance -**

The Prepaid Dental Benefit (DHMO) option provides basic care at no charge to the employee and other services at a low co-payment.

Indemnity Dental Benefits (DPO) option provides basic care at no charge to the employee and other services at a payment of 90% on most usual and customary charges up to \$1,500 per year.

### **Vision Insurance -**

Comprehensive vision insurance (PPO) covers frames, lenses, contact lenses and exams.

### **Chiropractic Insurance -**

PPO Chiropractic coverage provides up to 20 visits per calendar year.

### **Life and Long-Term Disability Insurance -**

Employer-paid Life Insurance provides an amount equal to the employee's annual salary. Premiums are 100% paid by Access for employees; dependents are not eligible for this benefit. Employees may choose additional voluntary life insurance and pay the premiums through payroll deductions.

Employer-paid Long Term Disability Insurance provides up to 66% of salary for employees unable to work after a 90-day waiting period. Premiums are 100% paid by Access for employees; dependents are not eligible for this benefit.

### **Long Term Care:**

Employer paid Long Term Care Insurance provides basic coverage of \$2,000 per month for qualified confinement to skilled nursing facility. See plan for details. Employees may choose additional coverage choices and pay the premiums through payroll deductions.

### **Supplemental Insurance:**

Employees may elect any of several voluntary supplemental insurance policies, and pay for the premiums via payroll deduction. Employees may opt for supplemental insurance at any time.

### **Flexible Spending Accounts:**

Access participates in Flexible Spending Accounts (FSA) as regulated by the Internal Revenue Service. Employees are able to participate in an FSA when they become benefit eligible (1st of the month following 30 days of hire) and during the open enrollment period (effective as of July 1 each year).

As stated above, the total estimated cost for these policies is projected to be \$1,139,876. Assuming a 10% employee contribution, Access' annual increase is estimated to be 8% based on coverage of 63 full time equivalent positions (FTEs) and their dependents. Access employees are happy with the plan offerings and it is our intention to continue our relationship with the carriers for the coming plan year.

Note - The FTEs vary based upon the existing number of employees electing to take the employer-provided insurance.

MARCH 15, 2021

**TO: BOARD OF DIRECTORS**

**FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR**

**RE: CONSIDERATION TO APPROVE RENEWAL OF SELF-INSURED RETENTION  
AUTOMOBILE LIABILITY PROGRAM**

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**ISSUE:**

Board approval is requested to continue the Self Insured Retention (SIR) program for all automobile liability claims up to \$100,000 per claim.

**RECOMMENDATION:**

Authorize staff to continue a \$100,000 Self Insured Retention program with estimated liability of \$1,750,000 that will be determined in accordance with GASB Statement No. 10 as required for public entities.

**IMPACT ON BUDGET:**

Based on projected actuarial studies to be performed by Aon Risk Solutions, it is expected that this program may have a projected total cost of claims within the SIR of up to \$1,750,000 for FY 2021/22. The final cost will depend on the actual loss history over the policy period. For example, claims so far for the FY2020/21 year are projected to be \$593,878, far below the actuarial projection of \$1,789,000. (This estimate is subject to change depending on claims experienced through June 20, 2021.)

Aggregate stop loss insurance will be procured in order to limit SIR exposure. The aggregate insurance will become effective only when Access has paid \$3,500,000 in claims.

This program and the other layers of insurance have all been included in the draft budget for Fiscal Year 2021/22.

**ALTERNATIVES CONSIDERED:**

Staff believes the SIR structure, in combination with our safety program, has been successful and no alternatives have been considered.

**BACKGROUND:**

The proposal with an SIR and cost sharing of total claims was developed by our insurance brokers, SullivanCurtisMonroe. The centralization and control of the insurance program by Access and its contracted Third Party Administrator (CorVel) has allowed Access to better manage and resolve claims against the Agency. The data for the actuarial study consists of data for claims incurred from June 21, 2009 to date gathered from CorVel. The requested SIR liability limit is a decrease from the current year's limit of \$1,789,000.

MARCH 15, 2021

**TO: BOARD OF DIRECTORS**

**FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR**

**RE: CONSIDERATION TO APPROVE RENEWAL OF COMMERCIAL BUSINESS PACKAGE INSURANCE**

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**ISSUE:**

In order to continue the Access Self-Insured Retention (SIR) program, Board approval is necessary to authorize the renewal of insurance policies consisting of Excess Business Auto for revenue service vehicles, Commercial General Liability, Commercial Umbrella Liability, and Aggregate Stop Loss Coverage.

The insurance layers in Access' program are currently structured as follows:

SIR	up to \$100,000
Primary Layer	\$100,000 to \$1,100,000
First Excess	\$1,100,000 to \$11,100,000
Second Excess	\$11,100,000 to \$26,100,000
Third Excess	\$26,100,000 to \$51,100,000

The Primary Automobile Layer is covered by a policy with James River Insurance Company that expires on June 20, 2022 and staff has asked Access' insurance broker, SullivanCurtisMonroe, for pricing on extending the existing policy with James River through June 20, 2023.

The three excess layers above the primary layer will expire on June 20, 2021, and therefore require Board action to extend to June 20, 2022.

**RECOMMENDATION:**

Authorize the Executive Director to:

- Enter into a one-year policy agreement with James River Insurance Company for primary insurance coverage from June 21, 2022 through June 20, 2023;
- Enter into a one-year policy agreement with James River Insurance Company for the first excess layer;
- Enter into a one-year policy agreement with Scottsdale Insurance Company for the second excess layer;

- Enter into a one-year policy agreement with Liberty Insurance Company for the third excess layer;
- Enter into one-year policies with various carriers for the above-named insurance policies dependent on the outcome of the quotes received;
- Authorize an amount not to exceed \$7,250,000 for all of the above insurance layers.

**IMPACT ON BUDGET:**

These costs will be included in Access' budget for FY2021/22. The funding for these policies comes from local funds.

**BACKGROUND:**

The insurance placement process will be completed by June 20, 2021 for all layers except the primary layer. A report with specific insurance carrier and policy information will be transmitted to the Board.

The choice of an insurance carrier is based on a number of factors, i.e. financial strength, the 'A. M. Best Guide' industry rating, policy limits, potential covered losses and cost. SullivanCurtisMonroe has been instructed to obtain competitive bids in the placement of our insurance policies. Insurance companies have traditionally been very selective in bidding on the insurance Access currently carries, and as part of their process, conduct a detailed assessment of potential exposures to risk.

The amount requested for approval is an estimate based on information obtained from our insurance broker at the time of preparation of this Board item. Since quotes are generally not available until the date of the actual policy renewal, it is possible that the actual cost of the premiums will be lower than the stated estimate.

MARCH 22, 2021

**TO: BOARD OF DIRECTORS**

**FROM: SUSANNA CADENAS, MANAGER, CUSTOMER RELATIONS  
KIMBERLIE NIMORI, PROCUREMENT COORDINATOR**

**RE: CONSIDERATION TO AWARD COUPON PRINTING CONTRACT (AS-4135)**

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**ISSUE:**

Board approval is required to exercise the award of a coupon printing contract.

**RECOMMENDATION:**

Authorize staff to execute Contract No. AS-4135 with Precision Services Group for the printing of transit coupon booklets on an as-needed basis in an amount not-to-exceed \$156,608, for a three-year period beginning May 1, 2021.

**IMPACT ON BUDGET:**

The costs associated with this contract will be appropriately budgeted for FY 2021 and the subsequent out-years. The funding for this service is allocated from local funds. At Access' sole discretion, and contingent upon Board approval, this contract may be extended for up to five (5) additional years in one-year increments.

**ALTERNATIVES CONSIDERED:**

Access could discontinue the use of paper coupons. However, although the use of digital fare payment solutions has become increasingly popular, a portion of the Access customer base, for a variety of reasons, stills prefers to use coupons for fare payment. Customers also have the option of paying their fare in cash or by credit card.

**EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the Board, staff would be authorized, but not required, to negotiate and enter into a written contract upon terms and conditions no less favorable to Access than those proposed herein. Access would not be legally bound to the contract herein proposed unless and until it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

## **BACKGROUND:**

On December 16, 2020, Access issued Request for Proposals (RFP) No. AS-4135 to select a printing company to print the newly designed transit coupon booklets. Over 145 companies downloaded the RFP from either the Access website or from the nationwide e-procurement service, Public Purchase. Access issued three addenda, providing responses to proposer questions. By the January 28, 2021 deadline, Access received proposals and samples from the following seven printing companies:

1. Amlon Industries (non-responsive) \*
2. Central Printing Group (CPG)\*
3. Globe Ticket Company (Globe)
4. International Security Products, Inc. (ISP)
5. Precision Services Group (PSG)\*
6. Proforma Color Press (non-responsive)
7. Southland Printing (Southland)

Five of the seven proposals submitted were deemed responsive and the proposers responsible. As part of their proposals, the proposers (both prime contractors and if applicable their subcontractors) were also asked to provide information regarding their status as a disadvantaged business, indicating whether they were certified in one or more the following categories: Small Business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, Minority Business Enterprise, Disabled Veterans Business Enterprise, or other. Three of the seven proposers reported being certified in one or more of the aforementioned categories (noted above with a “\*”).

An evaluation panel was convened and a comprehensive technical evaluation by three members of Access staff followed.

The proposals were evaluated based on the following criteria and associated weights:

<u>Criteria</u>	<u>Max Weight</u>
1. Qualifications and Experience of Firm	20
2. Quality of Technical Approach	30
3. Quality of Printed Samples	25
4. Cost/Price Proposal	25
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TOTAL	100

During the period from February 2, 2021 through February 22, 2021, the evaluation committee conducted its independent evaluations of the proposals received. Proposals from CPG, Globe, ISP and PSG were determined to be within the competitive range, based on the evaluation of the three technical scoring criteria identified in the subject RFP, with PSG receiving the highest technical score.

Requests for a "Best and Final Offer" (BAFO) were made on February 17, 2022.

**First Round Scoring:**

**Evaluation Following Submission of Proposals to Establish a Competitive Range  
(Per Technical Score)**

Proposer	Qualifications and Experience (20 pts)	Quality of Technical Approach (30 pts)	Quality of Printed Samples (25 pts)	<b>TOTAL Technical Score (75 pts)</b>	Cost (25 pts)
CPG	16.67	22.00	20.83	<b>59.50</b>	7.63
Globe	16.67	20.50	18.75	<b>55.92</b>	25.00
ISP	17.33	25.50	18.33	<b>61.17</b>	8.32
PSG	19.00	28.20	22.08	<b>69.28</b>	15.33
Southland	14.93	19.50	16.58	<b>51.02</b>	18.66

**Final Scores:**

**Including BAFO from those who scored within the competitive range.**

Proposer	Qualifications and Experience (20 pts)	Quality of Technical Approach (30 pts)	Quality of Printed Samples (25 pts)	Cost (25 pts)	Total Score (Max. 100 Pts.)
CPG	16.67	22.00	20.83	7.86	67.36
Globe	16.67	20.50	18.75	25.00	80.92
ISP	17.33	25.50	18.33	8.32	69.49
PSG	19.00	28.20	22.08	15.69	84.97

Cost Analysis:

The final negotiated cost for the three-year base term from the four companies that scored within the competitive range are set forth below.

Although the final negotiated cost proposed by PSG is higher than the Independent Cost Estimate of \$131,588, the proposed cost has been determined to be fair and reasonable. In addition to the cost, other criteria were considered, such as years of experience, production plan, examples of past work, turnaround time, and the vendor's willingness to reconcile their mistakes. All of these factors were reflected in the final scoring.

Proposer	Year 1*	Year 2*	Year 3*	Three Year Total
CPG	\$103,260.63	\$103,260.63	\$106,295.00	\$312,816.26
Globe	\$32,149.18	\$32,759.24	\$33,386.99	\$98,295.41
ISP	\$97,432.30	\$98,391.28	\$99,358.22	\$295,181.80
PSG	\$51,954.86	\$52,181.42	\$52,471.08	\$156,607.36

\* Note: The evaluation of the cost proposals were based on annual estimated quantities, including any applicable delivery charges.

Recommended Contractor:

Headquartered in Tustin, CA, Precision Services Group (PSG) has had over 50 years of experience in the printing industry. PSG provides full in-house printing services without the need to subcontract the work out, ensuring constant quality management of production. Their committed project team members have 30+ years in lithographic design and print and in delivery of other complex projects. Their key staff member is familiar with Access and our printing projects. PSG also has experience working with local and government agencies such as the Los Angeles County Metropolitan Transportation Authority, providing services in digital printing, fulfillment, estore-fronts and catalogs, as well as marketing and branding services pertaining to social media.

Samples provided by PSG reflected the expected quality of Access' new coupon design and specifications, including padded glued edge booklets, holographic security foil, and number sequencing. In addition, PSG's commitment to a production turnaround time of two to three weeks is ideal to meet fluctuations in coupon demand and its location and in-house drivers reduce delivery timeframes, providing Access with rush delivery options as needed. PSG is considered a Small Business Enterprise (SBE).