

Overview of Professional Services Agreements & BART's Invoicing Process





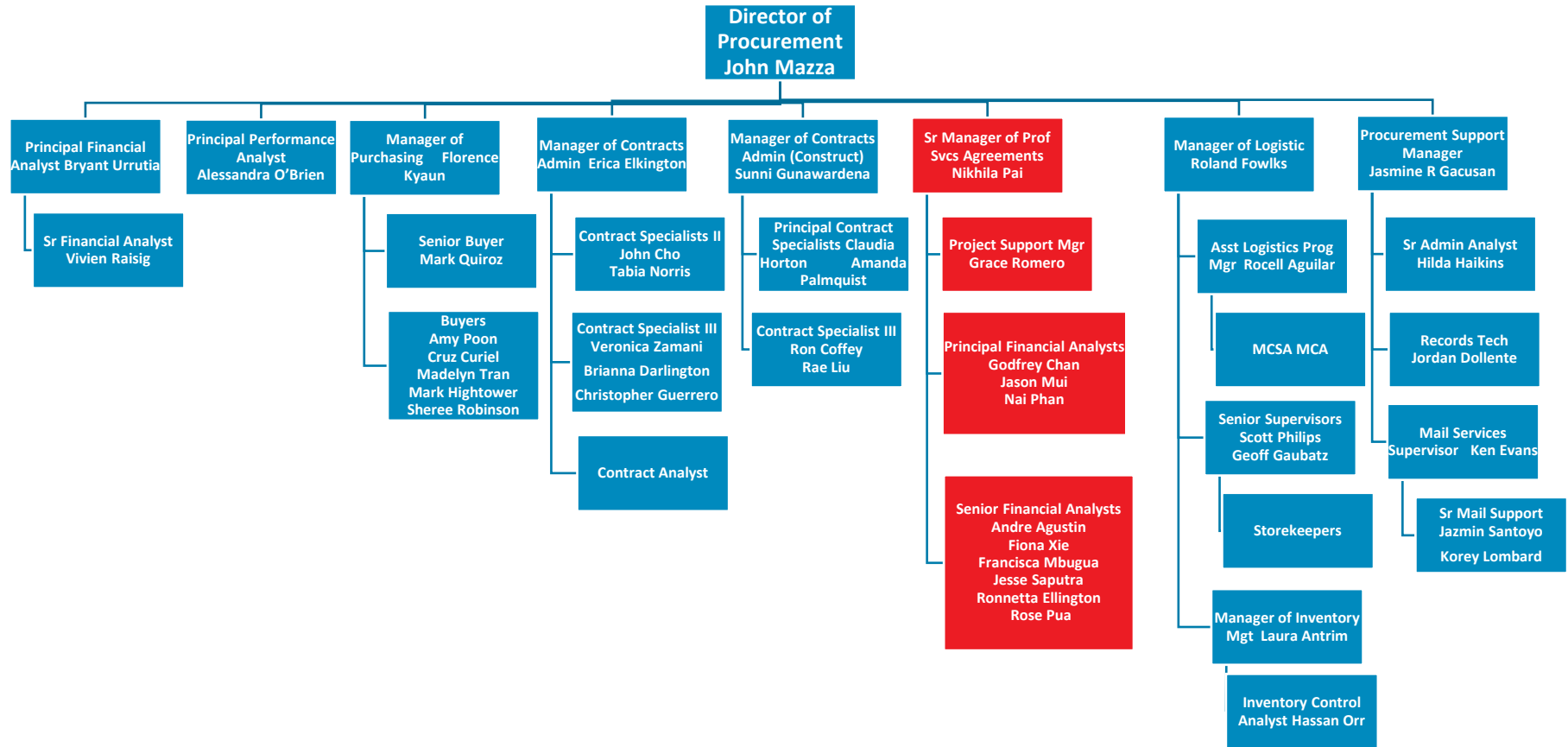
A photograph of a BART station entrance. In the foreground, two BART station agents wearing white face masks and dark uniforms are looking towards the camera. The agent on the left is holding a white plastic bag. In the background, other passengers wearing masks are walking through the station. The station has a modern design with a high ceiling and large pillars. Signs for 'BART Entrance' and 'Stockton St' are visible at the top. A blue diagonal banner is overlaid on the bottom half of the image.

Mission

▶ The Professional Service Agreements (PSA) Team is a division within Administration and reports to the head of Procurement.

PSA's mission is to coordinate and identify professional and technical resources for the District to achieve project delivery in the timeliest, compliant, and cost-effective way.

Procurement



Overview – what is a PSA (the contract)?

- BART retains a small team of engineering and planning professionals to maintain, improve, and refresh its infrastructure – which includes its track, stations, tunnels, lighting, etc.
- BART also requires short-term staff to plan, design, schedule, inspect and oversee construction for its capital projects; to meet the need BART has large-scale contracts called **PROFESSIONAL SERVICE AGREEMENTS (PSA)**.
- To access these skilled consultants, BART project managers develop “work plans” to lay out scope, schedule, and budget needed to complete select capital project tasks.

Current On Call Professional Service Agreements:

- Architecture and General Engineering Services (16 agreements, \$620M total spending authority)
- Construction Management Services (16 agreements, \$520M total spending authority)
- Environmental and Planning services (4 agreements, \$32M, total spending authority)
- Hazardous Materials Environmental Services (\$6M, total spending authority)

What we do

- **Apply Federal Acquisition Regulations and other relevant government policies when administering agreements**
- **Ensure work plans match Agreement scope and are within available spending authority while adhering to Agreement Terms and Conditions**
- **Quality control invoices for accuracy, adequate support documentation, and freedom from fraudulent or unallowable charges**

How we do it

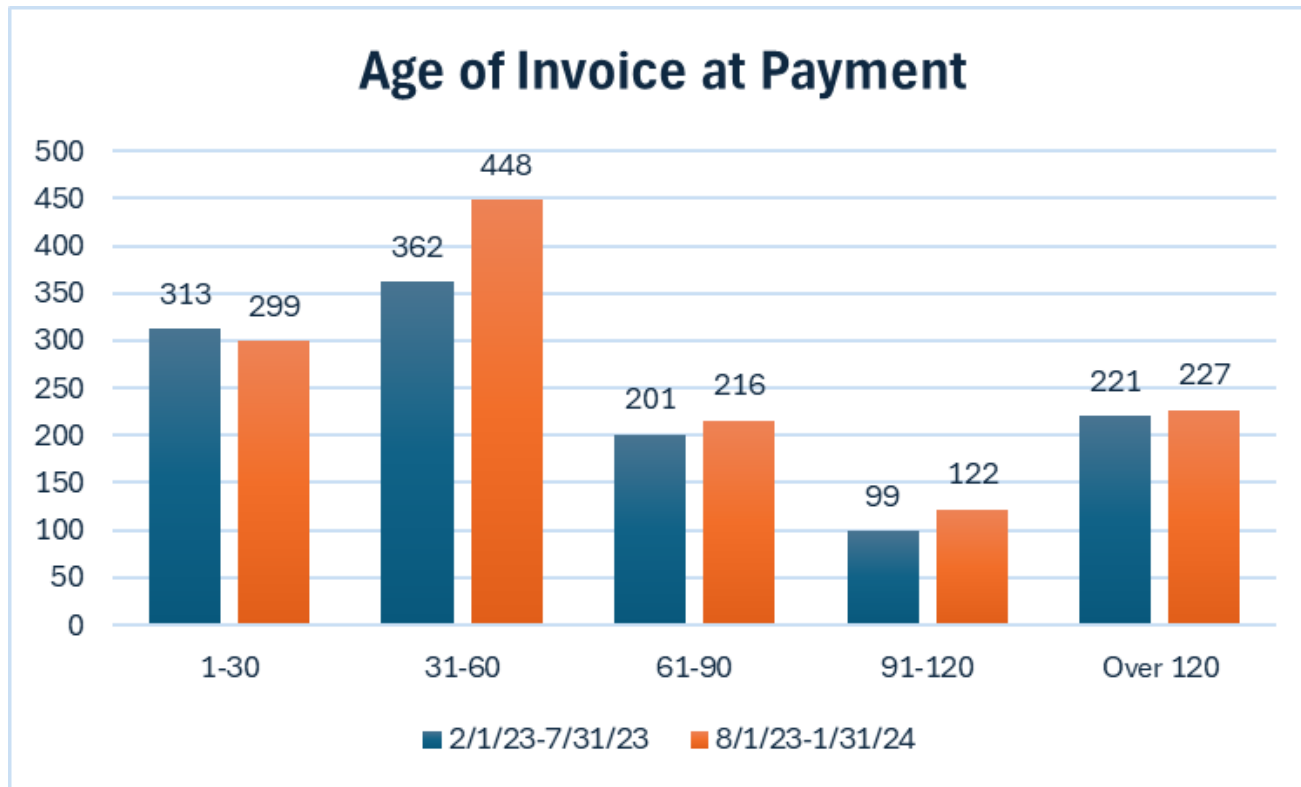
- **Review and approve work plans**
- **Create Purchase Requests (PRs) for fully approved work plans**
- **Review and process invoices**
- **Manage vendor relations through email, meetings, and phone calls**
- **Monitor and track spending authority by agreement**
- **Track and approve overhead rates**
- **Track and approve hourly salary rates**

Prompt Payment – the Invoice Challenge

- BART strives to pay invoice in 30 days
 - Created specialized team for on call professional service agreements
 - Hired four new Senior Financial Analyst; & utilizing temps for backlog
 - Seeking additional efforts to speed invoice processing:
 - Codify requirements and checklist
 - Specifications for invoice review software
 - Benchmark study among transit agencies
- Barriers invoice approval
 - Invoice ERRORS/INCOMPLETE packages
 - Miscalculations, mislabels, and mismatched back up
 - Missing back up documents for other direct costs
 - Missing approvals for travel and overtime
 - Missing timesheets
 - Overspending on a line item, expense category, or fixed fee
 - Failure to get PM approval on charges
 - Use of unapproved rates or subconsultants

Prompt Payment

The age of an invoice is dependent on completeness of invoice package.



Thank You! Questions?

