

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	09/08/14	Open	Action	08/22/14

Subject: Award a Contract for Manager Training to ELA Consulting Group

ISSUE

Whether or not to award a Contract for Manager Training to ELA Consulting Group.

RECOMMENDED ACTION

Adopt Resolution No. 14-09-____, Awarding a Contract for Manager Training to ELA Consulting Group.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	225,349
Budget Source:	Operating	Next FY:	\$	
Funding Source:		Annualized:	\$	NA
Cost Cntr/GL Acct(s) or Capital Project #:	Cost Center 46 GL 690033	Total Amount:	\$	225,349
Total Budget:	\$ 225,349			

DISCUSSION

Based on a variety of factors, staff was tasked to identify and review a variety of training options to help and ensure that Supervisors and Managers at all levels within RT are acting in a manner that is professional, supportive and aligned with RT's Goals and Values. Staff identified three aspects of a training that will provide managers and supervisors with the tools to be strong and effective managers. To date two of the courses have been offered for 160 of RT's Management team members: 1) Avoiding Legal Liability for Supervisors and Managers in California. This training contract with Weintraub Tobin Chediak Coleman Grodin Law Corporation was awarded under the General Manager/CEO's authority; and 2) Creating a Respectful Work Environment, and Addressing Workplace Bullying. This training was provided by RT's Employee Assistance Program (EAP) provider MHN and was awarded through a contract amendment by the General Manager/CEO. The third aspect of this training program has a broad and comprehensive scope and focuses on the following:

- Communication, including communicating with your employees regarding their work tasks/assignments and the organization's information flow;
- Ability to "listen" to employees concerns related to their work environment;
- Accountability and trust;
- Handling conflict between employees, including with and between managers;

Approved:

Presented:

Final 9/3/14

General Manager/CEO

Director, Human Resources

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September

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- Creating a supportive, respectful work environment for all employees including respecting employees' cultural differences;
- Treating employees fairly, equitably and non-judgmentally;
- Taking responsibility for modeling appropriate behavior and assuring respectful behavior toward others;
- Managing employee performance, including acknowledging positive performance and handling performance improvement discussions; and
- Inclusion as it relates to team work/team building/high performance teams, employees being included in refining work processes, etc.

For this training, staff obtained proposals from 3 leading training firms that are nationally known: American Management Association (AMA); Development Dimensions, Inc. (DDI); and ELA Consulting, CA affiliate of Wilson Learning (ELA). Stakeholders from various groups at RT participated on the selection panel, including representatives from Accessible Services, Bus Maintenance, EEO, Human Resources, Legal and Light Rail. Written proposals were reviewed and two firms were selected for oral presentations. On May 13, 2014, oral presentations were held with DDI and ELA. After oral presentations, both firms remained in the competitive range and RT entered into contract negotiations with these two firms.

Contract negotiations were successful with ELA while negotiations with DDI ended unsuccessfully over contract terms and conditions. ELA proposed the following modules:

- Creating a Culture of Engagement - a strategy session with Executive team members to tailor the course curriculum to RT's special needs.
- Leading for Performance that includes 5 modules:
 - Meeting Leadership Challenges
 - Working Styles
 - Coaching for Performance
 - Communicating with Purpose
 - Managing Conflict

ELA uses Wilson Learning materials. ELA seems very knowledgeable about RT's goals and objectives, and they are very experienced. ELA has been conducting training for over 30 years. ELA performed a large project for MetroLink in Los Angeles and has other public agency experience in California. The trainers that presented during oral presentations seem well seasoned and engaging.

This contract is not Federally funded and therefore the DBE regulation under 49 CFR Part 26 is not applicable and no DBE participation goal has been set. Due to limited subcontracting and local business opportunities, no SBE or LBE goal was established for this contract.

AMA's price proposal was \$237,150, and after contract negotiations, DDI's base pricing was \$171,333, plus costs to tailor the materials which could have added several thousand dollars more. ELA's price is \$225,349 with no added costs to tailor the materials. ELA's proposed cost

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includes all costs for travel, taxes and shipping which are an additional cost for the other proposing firms.

Staff recommends that the Board approve a Contract for Manager Training with ELA Consulting Group in the amount of \$225,349.

RESOLUTION NO. 14-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 8, 2014

**AWARDING A CONTRACT FOR MANAGER TRAINING TO ELA CONSULTING
GROUP**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and ELA Consulting Group, therein referred to as "Consultant," whereby Consultant agrees to provide Manager Training, as specified, for an amount not to exceed \$225,349 is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary