

MOTION NO. M2016-25
Contract for Intensive Leadership Development Course

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	03/03/2016	Final Action	Valentina Zackrone, Chief Human Resources Officer Tito Harris, Talent and Organizational Development Program Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with three one-year options with Brian Mason Consulting, to provide The Intensive Leadership Development Course as part of the Management Excellence Program for a total amount not to exceed \$304,000.

KEY FEATURES SUMMARY

- The contract scope of work includes a five-day intensive leadership development course and one-day follow up for Management Excellence Program (MEP) participants on the topics of:
 - Individual, group and organizational theories;
 - Systems thinking and change management;
 - Conflict framework and resolution; and
 - Increased self-awareness through emotional intelligence.
- Sound Transit plans to offer the intensive leadership development course to two classes of agency staff per year.
- The MEP helps managers be even more effective in supervising staff and leading teams in a highly-complex and fast-paced environment.
- The requested amount covers all costs associated to provide the Intensive Leadership Development Course for our Management Excellence Program (MEP) for another four years.

BACKGROUND

Sound Transit recently graduated the second class of the MEP. Twenty-two managers participated and completed over 110 hours of training. Projects led by graduates of the program resulted in 5-10 percent savings in staff time and improved efficiencies.

The previous contract with an external vendor for Intensive Leadership Training for Sound Transit's MEP expired at the end of 2015. A Request for Proposals (RFP) for an Intensive Leadership Development Course was issued on October 19, 2015. Twelve proposals were submitted, reviewed and evaluated. Brian Mason Consulting was determined to be the highest ranked firm that best met the evaluation criteria, offered the best value, and is in the best interest of Sound Transit.

The initial contract period and three one-year options will include two courses per year of Intensive Leadership Development for six days and provide training for up to 160 employees.

FISCAL INFORMATION

This action executes a one year contract with additional three one-year options with Brian Mason Consulting to provide the Intensive Leadership Development Course for a total of \$304,000, estimated at \$76,000 per year.

The remaining three one-year options of the contract for the cost of \$228,000 will be requested in future years under the Executive Department Professional & Technical Services budget.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining services as contained in the current year department budget.

Current Year Budget	Adopted 2016 Budget	Spent to date 2016	Contract Expenditures	Remaining 2013 Budget
Executive Dept Professional & Technical Services	2,735	-	313	2,423

Contract Spending Plan	Prior Year(s) Spending	Expected 2016 Spending	Future Expenditures	Total
Mason Coaching and Consulting / Trillium Leadership Consulting	-	76	228	304

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Mason Coaching and Consulting / Trillium Leadership Consulting	-	-	304	304
Contingency	-	-	-	-
Total Contract	-	-	304	304
Percent Contingency	0%	0%	0%	0%

Notes:

- 1) The budget for the Executive Department budget is on page 18 of 56 in the proposed 2016 Budget book.
- 2) Budget for this item is in the Executive Department staff budget within the services category. Budget for the future expenses will be requested in future annual budgets.
- 3) 2016 expenses are yet to be available at point of staff report preparation.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established.

TIME CONSTRAINTS

A one month delay could impact the start of the MEP 2016 program.

ENVIRONMENTAL REVIEW

JI 2/9/2016

LEGAL REVIEW

LA 25 Feb 2016

MOTION NO. M2016-25

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with three one-year options with Brian Mason Consulting, to provide The Intensive Leadership Development Course as part of the Management Excellence Program for a total amount not to exceed \$304,000.

BACKGROUND:

The Management Excellence Program is in its 3rd year. The program starts with an in-depth 5-day Intensive Leadership Training course on emotional intelligence 4.0, interpersonal group dynamics, systems theory and thinking, change management, conflict resolution and collaborative decision-making in a highly matrixed environment. Our current contract for this course expired at the end of 2015.

We published an RFP to procure a new contract and the evaluation team recommended selecting Mason Coaching and Consulting / Trillium Leadership Consulting to provide this training to MEP participants.


The contract is four years (\$76,000 per year) and is designed to run two courses per year of Intensive Leadership Training (\$38,000 per course) for six days (\$6,333 per day) and for 20 participants per course (\$317 per person per day).

The requested amount covers all the costs associated with this vendor providing the Intensive Leadership training for our Management Excellence Program (MEP) for four years.

MOTION:

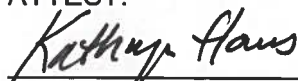
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with three one-year options with Brian Mason Consulting, to provide The Intensive Leadership Development Course as part of the Management Excellence Program for a total amount not to exceed \$304,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 3, 2016.



John Marchione
Operations and Administration Committee Vice Chair

ATTEST:



Kathryn Flores
Board Administrator