

Committee Report

Environment Committee



Committee Meeting Date: December 13, 2022

For the Metropolitan Council: January 11, 2023

Business Item: 2022-331

Training Services Supporting MCES Core and New Hire Training Programs, Contract 22P268

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute contract 22P268 with Midwest Training Associates, to provide training services in an amount not to exceed \$555,000.

Summary of Environment Committee Discussion/Questions

- Chair Lindstrom asked: Have we worked with this service before?
- Staff responded: Yes, we've worked with this particular provider for the past 5 years. We've had a contract with them.
- CM Sterner asked: How does this contract compare to the last 5 years that we've had them?
- Staff responded: There has been an increase of approximately 10 percent due to inflationary pressures, which were expected.
- CM Wulff asked: Is there a competitive process for this or is there only one place that does this?
- Staff responded: Yes, there is a competitive process for this. A proposal was advertised on September 15, 2022. We received two proposals on October 19, 2022, that were evaluated by 3 panel members including a member from the Environmental Health and Safety Department. Midwest Training and Associates was chosen on that competitive basis.

Motion by CM Zeran, seconded by CM Sterner. Motion carried.

Business Item

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Subject: Training Services Supporting MCES Core and New Hire Training Programs, Contract 22P268

District(s), Member(s):	All Districts
Policy/Legal Reference:	FM14-2 - Expenditures for the Procurement of Goods, Services, and Real Estate Policy
Staff Prepared/Presented:	George (Scott) Bowes, Manager Training and Program Support (651) 815-9987
Division/Department:	Environmental Services/Operations Support Services/Training and Program Support

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute contract 22P268 with Midwest Training Associates, to provide training services in an amount not to exceed \$555,000.

Background

Core and new hire instructor-led training for employees in Environmental Services is provided annually in each quarter of each year. The training focuses on safety topics to help employees acquire and maintain the knowledge, skills, abilities, and attitudes to remain good at their jobs and to go home safe each day. Employees demonstrate their understanding and skills required to perform safety-related tasks and are assessed as part of the learning process.

The Environmental Services Environmental Health and Safety (EHS) Department identifies the safety topics that employees must be initially trained on and requalified on, and establishes the frequency at which the training must be provided to employees to ensure compliance with regulatory requirements. The training delivered through this contract aligns with the EHS stated requirements.

The Request for Proposals was advertised on September 15, 2022. A pre-proposal meeting was hosted by Council staff that outlined the solicitation requirements, discussed project specifications, and responded to plan holder inquires. There were three registered plan holders, two contractors, one plan room. The Council received two proposals on October 19, 2022, to be evaluated for the consideration of award and used proposer quality, proposer qualifications, experience, price and the ability to deliver and support the Council's training requirements. The evaluation panel reached consensus that the proposal submitted by Midwest Training Associates is the most advantageous to the Council.

Rationale

The execution of a professional services contract more than \$500,000 requires Council approval.

Thrive Lens Analysis

This action furthers the Thrive outcome of Stewardship by advancing the knowledge and skill of employees in the area of safe work practices, thereby reducing the likelihood of costly accidents that impact staff, their families and cost to the Council.

Funding

Included in Operating Budget.

Small Business Inclusion

The Office of Equity and Equal Opportunity (OEEO) thoroughly reviewed this procurement for Metropolitan Council Underutilized Business (MCUB) opportunities in accordance with federal and state laws and regulations as well as contract specifications. Upon conclusion of OEEO's research and analysis, no MCUB goal was set.

