



(Board Copy)
Washington Metropolitan Area Transit Authority
**METRO ELECTRONIC ACTION
DOCUMENT**

IDENTIFICATION			
MEAD ID:	95986	ACTION:	N/A
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)		CONTRACTOR:	
LAST MODIFIED:	07/07/2005		

DESCRIPTION	
SUBJECT:	To obtain Board approval of Fiscal 2006 Training Procurements.
PURPOSE:	To request the Budget Committee's recommendation and the Board of Director's approval to initiate and award all procurements associated with Fiscal 2006 programmed training and development activity that have not been previously approved.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
RICHARD PLANTE on 06/02/2005			Approved by SCOTT II , WILLIAM 06/30/2005		
PHONE:	202-962-1075	OFFICE:	ODEV	DEPT:	Workforce Development and

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
ODEV (5300)	PLANTE, RICHARD	Approved 06/23/2005
ITSV (8410)	MCCANLESS, DONALD	Approved 06/23/2005
COOB (3210)	REQUA, JOHN	Approved 06/23/2005
COOR (3310)	FEIL, STEVE	Approved 06/29/2005
HRMP (5410)	WIGGINS, KATRINA	Re-assigned 06/27/2005
AGMS (1710)	GOODINE, FRED	Approved 06/28/2005
AGMW (5100)	SCOTT II, WILLIAM	Approved 06/30/2005
PRMT (7400)	ZINGALE, JAMES	Re-assigned 06/30/2005
CFO1 (2100)	BENJAMIN, PETER	Approved 07/05/2005
COUN (1410)	O'KEEFFE, CAROL	Approved 07/07/2005
OPAS (3161)	HUGHES, JAMES	Approved 07/07/2005
SCOS (7100)	BARTLETT, HAROLD	Approved 07/08/2005

FINAL APPROVALS	
OFFICE	NAME/ACTION
SAFETY_CMTE	Approved for AGMS by FRED GOODINE on 06/28/2005
HR_CMTE	Approved for AGMW by WILLIAM SCOTT II on 06/30/2005
BUDGET_CMTE	Approved for CFO1 by PETER BENJAMIN on 07/05/2005
OPER_CMTE	Approved for OPAS by JAMES HUGHES on 07/07/2005
BEMR	Approved for SCOS by HAROLD BARTLETT on 07/08/2005
GM	Approved for GMGR by GMGR CEO on 07/15/2005
BOARD	BOARD WMATA (Not Yet Approved)



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NARRATIVE

PURPOSE: To request the Budget Committee's recommendation and the Board of Director's approval to initiate and award all procurements associated with Fiscal 2006 programmed training and development activity that have not been previously approved.

BACKGROUND: The Authority has programmed employee-training and organizational-development activity for Fiscal Year 2006, to support its stated service reliability and customer service goals, and to meet certain mandatory training requirements.

The training and development activities requiring procurements are designed (a) to increase the bench strength of the workforce, (b) to increase overall organizational effectiveness, and (c) to reduce time required to fulfill mandatory training while increasing available time for technical training – in accordance with the current 1000-Day Plan stated training priority. The categories of the training and development activities requiring procurements are:

Managerial and Leadership Skills Development

Professional and Technical Skills Development

Basic Skills Development and Career Management

Organizational Analysis and Intervention

Many of the required activities in these categories are small in cost and scope; others consist of ongoing actions that require continued use of the streamlined procurement process approved by the Board on July 29, 1999. Requirements from professional and technical funds will be procured under a combination of the simplified acquisitions process, exercising option years on current contracts, modifications to current contracts, sole source procurements, or as competitively negotiated procurements. Advance approval of all of these procurements is requested under this MEAD which outlines training procurement requirements for Fiscal 2006 which have not previously been approved by the Board.

DISCUSSION: The Division of Workforce Development and Administration (WFDA), Office of Organizational Development (ODEV), will fund programs addressing training and developmental requirements in the following four categories: managerial and leadership skills, professional and technical skills, core skills and career management, and organizational analysis and intervention to improve work-process and team effectiveness.

Additionally, programs addressing their specialized management and operating needs will be funded by the following Authority Divisions and Departments. These include: departments and offices of the Division of Customer Service and Operations (CSVO); the Division of Planning Development Engineering and Construction (PDEC), the Division of Finance (CFO), the Office of General Counsel (COUN); the Department of Planning and Information Technology (PAIT) in PDEC, and the Department of System Safety and Risk Protection (SARP).

These requirements have been determined through formal needs assessments, discussions with senior management, special requests from departments, and mandates to comply with federal OSHA and FTA regulations. Some requirements will be met through continuing programs, or programs already under development; others will be met by new programs to be developed with approved FY 2006 budget funds. A summary of the categories of training and development

activities requiring FY06 procurements follows:

Managerial and Leadership Skills Development – \$491,380: During fiscal 2006, courses will be available to managers to enhance managerial/leadership skills such as Decision Making, Problem Solving, Interpersonal Skills, Foundations for Supervision, Stepping Up to Supervision, Interviewing Skills for Supervisors, FTA Drug and Alcohol Reasonable Suspicion, Equal Employment Opportunity, ADA-Employment Issues, EAP-A Management Resource, Sexual Harassment in the Workplace, Diversity Awareness, and Stellar Customer Service training. An additional tailored ADA Sensitivity course is offered to all employees who interact directly with customers

To retain and encourage high performers, the organization has established a Succession Planning program which provides opportunities to increase one's skills and prepare for leadership opportunities in the positions of Office Director, superintendent-level positions in the operating departments, and the Transit Police Deputy Chief and Chief positions.

Professional and Technical Skills Development – \$1,835,896: Professional training courses aimed at improving performance are ongoing such as Managing Multiple Priorities, Effective Coaching and Mentoring, Personal Computer courses, Contract Administration, Cost & Price Analysis, Ethics and Negotiations, Worker's Compensation, Advanced Fraud Examination Techniques, and E-Commerce Loss Prevention courses, as well as un-programmed specialized external training.

Technical – Continuing hardware and software support is required for internally-offered technical programs and for the Authority's central training management and reporting system. Requirements have been identified by the operating departments for specialized/advanced maintenance and operations skills training in such functions as Siemens Programmable Logic Controller Systems, Certified Elevator Technician Training, Bridge Coating, Centrifugal Pumps, GE AC Spectra Series Switchboard, Methane Gas Detection System training and Yard Security Systems.

Additionally, a critical requirement for FY06 is the substantial initial and ongoing training to support the Authority's Information Technology Renewal Program (ITRP). Training support for new enterprise business systems must be provided from existing approved operating-budget funds and is not included in ITRP project funding. This training includes: Support courses for the ITRP Subject Matter Experts and computer-based-training (CBT) technology. Significant adjustments to various Authority business and operations software which interface with the new ITRP software, and the implementation of single new applications require specialized high-technology application training and support which has grown beyond the multi-year funding levels previously approved by the Board on June 22, 2000.

Core Skills Development and Career Management – \$139,795: A core skills assessment center with focused programs in reading, comprehension, writing, math, and English as a second language, as well as more sophisticated oral and written communication training, and career management skill training are offered.

Organizational Analysis and Intervention – \$235,243: There are on-going needs identified by various offices to provide organizational analyses and intervention assistance to increase workflow effectiveness, improve work processes, enhance manager subordinate effectiveness, enhance co-worker/team effectiveness, and build effective organization structures.

IMPACT ON FUNDING:

Budget:	Fiscal Year 2006 operating & capitalized budgets. Divisions of WFDA, CSVO, PDEC, CFO; Department of SARP; Office of COUN.
Line Item:	Services (Professional and Technical)
Accounts:	Employee Training and Development Computer Services Consultants

This Action: \$ 2,702,314
Operating Budget: \$ 2,201,733
Capitalized Budget: \$ 500,581

Remarks: The estimated total cost of all actions is \$2,702,314.

ALTERNATIVES: The alternative to this action is to seek approval for each transaction over \$50,000 separately.

PRIOR APPROVALS: None

AFFIRMATIVE ACTION REQUIREMENTS: Each procurement made under this MEAD will be evaluated according to the following requirements:

EEO Requirements: Contractors will be required to comply with Executive Order 11246, as amended, Revised Order #4, if the contractor has 50 or more employees and the contract is \$50,000 or more, and if the contract is for construction services as defined by the U.S. Department of Labor.

D.B.E. Requirements: DBE goals are not set for contracts less than \$100,000. All contracts having a value of \$100,000 or greater will be evaluated for DBE participation.

RECOMMENDATION: That the Budget Committee recommend and the Board of Directors approve the initiation and award of all procurements, not previously approved, associated with Fiscal 2006 programmed training and development activity, in a total amount not-to-exceed of \$2,702,314, subject to the availability of funds in the approved Fiscal Year 2006 budget.