

**Request for Legislation**

**Authorizing the Director of Public Utilities to exercise the first options to renew contracts with Kent State University (KSU) (PS2020-264) Cuyahoga Community College (Tri-C) (PS2020-257) and with Operator Training Committee of Ohio (OTCO) (PS2020-255) for general training to supplement the department's employee training and development program, for the Department of Public Utilities under Ordinance No. 1304-2019.**

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**Background/Purpose:**

The Department of Public Utilities (DPU) currently has contracts with Kent State University (KSU) (PS2020-264) Cuyahoga Community College (Tri-C) (PS2020-257) and with Operator Training Committee of Ohio (OTCO) (PS2020-255) to provide supplemental employee training and development through the implementation of a comprehensive program in general, remedial, developmental, and technical training for approximately 1,445 DPU employees as well as providing other related services.

KSU and Tri-C have been performing very well technically, administratively, and has delivered a quality work product at competitive rates. They have provided many courses on site, at our 1201 Lakeside Avenue location, to prevent employees from traveling to different campuses. They are very receptive to continuing their relationship with DPU. There will be a significant savings in indirect labor cost by not having this contract submitted for bid. The department would save on developing and advertising the bid package with no guarantee of obtaining successful bidders. These contractors are familiar with our systems and processes. We have developed a great collaborative relationship with both KSU and Tri-C.

OTCO is an established state and regional water industry leader for training water, wastewater collections, and water distribution employees. It is the only organization that offers this type of training in the region. Their instructors have relevant practical experience as they are employed in the water and wastewater fields. OTCO's training program prepares employees to obtain required OH EPA licenses and certifications, awarding approved OH EPA contact hours. OTCO has been found to offer the highest degree of training that DPU requires where OH EPA requirements are concerned. This contractor is familiar with our systems and processes. We have developed a great collaborative relationship with this contractor. OTCO has been performing very well technically and administratively and has delivered a quality work product at competitive rates.

**Scope of Work/Commodities/Services:**

The list below reflects the categories of training that are in the contracts.

1. General/Soft Skill Training
2. DPU Administration Training
3. Industry Specific Training
4. Job Specific Training

**Justification/Urgency:**

The current Tri-C contract expires on November 3, 2022 and the KSU contract expires on November 5, 2022. As noted above the extension of this contract allows the Department of Public Utilities to continue providing courses that support the workforce skill enhancement as it relates to DPU key business functions and continue building and delivering customized training courses as needed to our employees.

The current OTCO expires on December 7, 2022. As noted above, OTCO is the only organization to offer this type of training in the region. Executing the renewal of the contract allows the Department of Public Utilities to continue progress and maintain best operational and management practices.

**Anticipated Costs and Funding Source:**

The estimated costs for the first one-year extensions of the contracts are as follows:

- 1. DPU - 2001 - \$15,000.00
- 2. CWD – 2002 - \$14,000.00
- 3. WPC – 2003 - \$20,000.00
- 4. CPP – 2004 - \$50,000.00

**Schedule or Term of Contract:**

Legislation is to lead to the first one-year renewal for services to be provided to the Department of Public Utilities with another one-year option exercisable by the Director.

**Current Contracts:**

<b>Vendor Information</b>	<b>Services/Work Performed (current contract)</b>	<b>Contract Information</b>	<b>CSB Participation</b>
<b>Kent State University</b>	Job Specific Training	Contract #: PS2020-264 Awarded Amt: \$255,000 Contract Total-to-date: \$96,847.25 Contract Exp. Date: 11/05/22	Kent State made a good faith effort to meet the OEO goal.
<b>Cuyahoga Community College</b>	General Soft Skills and DPU administration training.	Contract #: PS2020-257 Awarded Amt: \$355,000 Contract Total-to-date: \$38,349 Contract Exp. Date: 11/03/22	Cuyahoga Community College made a good faith effort to meet the OEO goal.
<b>Operator Training Committee of Ohio</b>	Water, Wastewater & Distribution training	Contract #: PS2020-255 Awarded Amt: \$120,000 Contract Total-to-date: \$23,865 Contract Exp. Date: 12/07/2022	OEO determined that it was impractical to subcontract portions of this contract due to no available firms to perform these services.