



**Human Resource Services**

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November 26, 2019

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

**SUBJECT:** AWARD CONTRACTS FOR TRAINING AND ORGANIZATIONAL DEVELOPMENT SERVICES, MASTER CONTRACT NO. 901835; AMOUNT: \$950,000

Dear Board Members:

**RECOMMENDATION:**

Authorize the Purchasing Agent to execute Master Contract No. 901835 with the pool of 13 vendors listed in Attachment A to provide training and organizational development services to the Alameda County Human Resource Services Training and Education Center, for the three-year term with an approximate date range of 1/1/20 – 12/31/22, in the amount of \$950,000.

**DISCUSSION/SUMMARY:**

The Alameda County Human Resources (HRS) Training and Education Center (TEC) has been providing development services for nearly 25 years to Alameda County's growing internal workforce of over 9,000 employees, as well as to other public-sector agencies and external organizations on a charge-back or fee-for-service basis.

TEC is seeking a variety of training and organizational development consultants and facilitators to collaborate with to provide high-quality services to TEC's clients seeking assistance with enhancing their organizational effectiveness, alignment, and productivity. The pool of contractors will provide as-needed, non-exclusive services on assessment, consulting, curriculum development, facilitation, informal alternative dispute resolution, mediation, professional coaching, and strategic planning to TEC's clients.

**SELECTION CRITERIA/PROCESS:**

*TEC has determined that Alameda County does not currently have the resources to provide training and organizational development services.*

*TEC worked with General Services Agency-Procurement to develop a Request for Proposal (RFP), which was issued on August 20, 2019, posted on the website for 42 days, and sent to the subscribers of the E-Gov Professional Services Current Contract Opportunities mailing service. The RFP was advertised in the Inter-City Express on August 22, 2019, and the Oakland*

*Post on August 29, 2019. An email was also sent to the Chambers of Commerce group. Two networking/bidders conferences were held and attended by twenty vendors.*

*On October 1, 2019, sixteen responses to the RFP were received. Mozaik Solutions (San Diego, CA) and Diogenes Community Solutions, Inc. (Oakland, CA) responses were disqualified, as it did not meet the Small Local Emerging Business (SLEB) requirement. Creative Talent Management, LLC (Oakland, CA) response was disqualified as it did not meet the SLEB requirement and altered bid form submission. The remaining thirteen responses were evaluated by the County Selection Committee (CSC). All thirteen vendors that submitted a proposal were interviewed by CSC. A maximum total of 550 evaluation points was available for this RFP. The total evaluation points include 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified SLEB vendors, for a total of 10%.*

*As stated in the RFP, contracts will be awarded to a pool of contractors (under one master contract). Contractors shall provide, on a non-exclusive basis, training, and organizational development services. The following pool of contractors are being recommended for contract award, of which eight are SLEBs, one has been granted a SLEB waiver by the Office of Acquisition Policy, and four have agreed to subcontract with SLEBs.*

- a. K. Iwata Associates, Inc. (Principal: Kay Iwata; Location: Union City, Certified Small: 08-91319; Expiration: October 31, 2020);*
- b. Law Offices of Amy Oppenheimer (Principal: Amy Oppenheimer; Location: Berkeley; Certified Small: 11-00151; Expiration: August 31, 2021);*
- c. Advanced Communication Designs, Inc. (Principal: Natasha Terk; Location: Oakland; Certified Small: 08-91330; Expiration: October 31, 2020);*
- d. Claremont Behavioral Services (Principal: Thomas Bjornson; Location: Alameda; Certified Small: 02-90121; Expiration: December 31, 2021);*
- e. Aim Training Solutions dba Motivaaim (Principal: Elie Habib; Location: Oakland; Certified Small : 03-90358; Expiration: August 31, 2020);*
- f. Hatchuel Tabernik & Associates (P rincipal: Tim Tabernik; Location: Berkeley; Certified Small: 06-90929; Expiration: December 31, 2020);*
- g. Mind Matters LLC (P rincipal: Deepa Abraham; Location: Dublin; Certified Small: 10-00215; Expiration: July 31, 2021);*
- h. CP SHR Consulting is a government agency, exempted from SLEE requirements and is not required to subcontract with a SLEE subcontractor. SLEE waiver for CP S HR Consulting (SLEE Waiver No. 6404, valid through December 31, 2022) was granted by the Office of Acquisition;*
- i. P ublic Consulting Group is not a SLEB and has agreed to subcontract 20% of the contract to John Eric Henry dba Strategic EMS Consulting (P rincipal: John Eric Henry; Location: Oakland; Certified Emerging: 15-00098; Expiration: November 30, 2020) to provide consultation services;*

- j. *Waters Leadership Coaching is not a SLEB and has agreed to subcontract 20% of the contract to Berrio Hayward Law (Principal: Itzel Hayward; Location: Oakland; Certified Emerging: 19-000 71; Expiration: July 31, 2020) to provide consultation services;*
- k. *The Askia Group is not a SLEB and has agreed to subcontract 20% of the contract to JS Communication Consulting, Inc. (Principal: Jessica Scully; Location: Oakland; Certified Small: 03-00137; Expiration: November 30, 2021);*
- l. *S2A Consulting is not a SLEB and has agreed to subcontract 20% of the contract to Lowe Consulting Group Inc. (Principal: Andrea Lowe; Location: Oakland; Certified Small: 08-91246; Expiration: July 31, 2021) to provide consultation services; and*
- m. *Comfort Homesake is a non-profit organization and has agreed to subcontract 20% of the contract to Nectar Consulting Inc. (Principal: Michele Molitor; Location: Hayward; Certified Small: 19-00075; Expiration: August 31, 2020) to provide consultation services.*

*The following is a summary of the evaluation:*

<b>Vendor</b>	<b>Location</b>	<b>Local</b>	<b>SLEB</b>	<b>Evaluation Points</b>
<i>K. Iwata Associates, Inc.</i>	<i>Union City, CA</i>	<i>Y</i>	<i>Y</i>	<i>474</i>
<i>Law Offices of Amy Oppenheimer</i>	<i>Berkeley, CA</i>	<i>Y</i>	<i>Y</i>	<i>406</i>
<i>Advanced Communication Designs, Inc.</i>	<i>Oakland, CA</i>	<i>Y</i>	<i>Y</i>	<i>406</i>
<i>Public Consulting Group</i>	<i>Boston, MA</i>	<i>N</i>	<i>N</i>	<i>388</i>
<i>Claremont Behavioral Services</i>	<i>Alameda, CA</i>	<i>Y</i>	<i>Y</i>	<i>360</i>
<i>Waters Leadership Coaching</i>	<i>San Francisco, CA</i>	<i>Y</i>	<i>Y</i>	<i>349</i>
<i>Aim Training Solutions dba Motivaim</i>	<i>Oakland, CA</i>	<i>N</i>	<i>N</i>	<i>344</i>
<i>The Askia Group</i>	<i>Fremont, CA</i>	<i>Y</i>	<i>Y</i>	<i>340</i>
<i>Hatchuel Tabernik &amp; Associates</i>	<i>Berkeley, CA</i>	<i>Y</i>	<i>Y</i>	<i>337</i>
<i>S2A Consulting</i>	<i>Oakland, CA</i>	<i>Y</i>	<i>N</i>	<i>320</i>
<i>CPS HR Consulting</i>	<i>Sacramento, CA</i>	<i>N</i>	<i>N</i>	<i>319</i>

<i>Comfort Homesake</i>	<i>Oakland, CA</i>	<i>Y</i>	<i>N</i>	<i>300</i>
<i>Mind Matters LLC</i>	<i>Dublin, CA</i>	<i>Y</i>	<i>Y</i>	<i>298</i>

FINANCING:

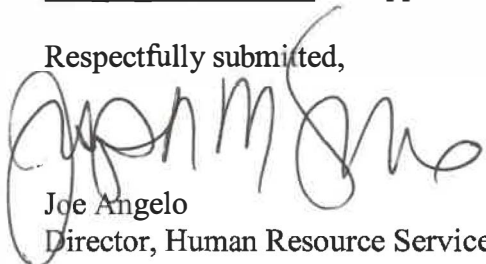
Appropriations of \$158,334 for the contract are included in the HRS Fiscal Year (FY) 2019-20 Approved Budget and will be requested in the following three fiscal years: \$316,666 in FY 2020-21, \$316,666 in FY 2021-22 and \$158,334 in FY 2022-23. HRS will charge respective County department through inter-departmental fund transfer and external clients via invoicing to recover the training/consulting costs.

No additional appropriations are required, and there will be no increase in net County cost.


VISION 2026 GOAL:

The Training and Organizational Development Services meets the 10X goals pathway of **Employment for All** in support of our shared vision of a **Thriving & Resilient Population**.

Respectfully submitted,



Joe Angelo  
Director, Human Resource Services



Willie A. Hopkins, Jr.  
Director, General Services Agency

Attachment

WAH\AO\pb\I:\Board Letters\Purchasing\FY 2019-20\901835 BL Training OD Svcs.docx

cc: County Administrator  
Auditor-Controller  
County Counsel

CONTRACT SUMMARY  
 TRAINING AND ORGANIZATIONAL DEVELOPMENT SERVICES  
 Master Contract No. 901835  
 January 1, 2020 – December 31, 2022

<i>Vendor</i>	<i>Location</i>	<i>Estimated Pool Dollar Value of Contract Award</i>	<i>Local Participation</i>	<i>SLEB Participation</i>
<i>K. Iwata Associates, Inc. Kay Iwata, CEO Certified Small Certification No. 08-91319 Expiring 10/31/2020</i>	<i>32466 Monterey Drive Union City, CA 94587</i>	<i>Pool Amount of \$950,000</i>	<i>100%</i>	<i>100%</i>
<i>Law Offices of Amy Oppenheimer Amy Oppenheimer, Owner Certified Small Certification No. 11-000151 Expiring 8/31/2021</i>	<i>878 Spruce Street, Berkeley, CA 94707</i>		<i>100%</i>	<i>100%</i>
<i>Advanced Communication Designs, Inc. Natasha Terk, President Certified Small Certification No. 08-91330 Expiring 10/31/2020</i>	<i>4735 Sequoyah Road, Oakland, CA 95605</i>		<i>100%</i>	<i>100%</i>

<i>Vendor</i>	<i>Location</i>	<i>Estimated Pool Dollar Value of Contract Award</i>	<i>Local Participation</i>	<i>SLEB Participation</i>
<i>Claremont Behavioral Services Thomas Bjornson, Chairman Certified Small Certification No. 02-90121 Expiring 12/31/2021</i>	<i>1050 Marina Village Parkway, Suite 203 Alameda, CA 94501</i>	<i>Pool Amount of \$950,000</i>	<i>100%</i>	<i>100%</i>
<i>Aim Training Solutions dba Motivaim Elie Habib, Owner Certified Small Certification No. 03-90358 Expiring 8/31/2020</i>	<i>125 12<sup>th</sup> Street, 4<sup>th</sup> Floor, Oakland, CA 94607</i>		<i>100%</i>	<i>100%</i>
<i>Hatchuel Tabernik &amp; Associates Tim Tabernik, President Certified Small Certification No. 06-90929 Expiring 12/31/2020</i>	<i>2560 Ninth Street, Suite 211, Berkeley, CA 94710</i>		<i>100%</i>	<i>100%</i>
<i>Mind Matters LLC Deepa Abraham, President Certified Small Certification No. 10-00215 Expiring 7/31/2021</i>	<i>7080 Donlon Way, Ste. 104 Dublin, CA 94568</i>		<i>100%</i>	<i>100%</i>
<i>CPS HR Consulting SLEB Waiver No. 6404 Valid through 12/31/2022</i>	<i>2450 Del Paso Road, Suite 220 Sacramento, CA 95834</i>		<i>0%</i>	<i>0%</i>

<i>Vendor</i>	<i>Location</i>	<i>Estimated Pool Dollar Value of Contract Award</i>	<i>Local Participation</i>	<i>SLEB Participation</i>
<i>Public Consulting Group</i>	<i>148 State St., 10<sup>th</sup> Floor Boston, MA 02109</i>	<i>Pool Amount of \$950,000</i>	<i>20%</i>	<i>20%</i>
<i>Waters Leadership Coaching</i>	<i>5 Sea View Terrace San Francisco, CA 94121</i>		<i>20%</i>	<i>20%</i>
<i>The Askia Group</i>	<i>39275 State St., #2 Fremont, CA 94538</i>		<i>20%</i>	<i>20%</i>
<i>S2A Consulting</i>	<i>1300 Clay Street, Ste. 600, Oakland, CA 94612</i>		<i>100%</i>	<i>20%</i>
<i>Comfort Homesake</i>	<i>1440 Broadway, Oakland, CA 94612</i>		<i>100%</i>	<i>20%</i>

<b><i>SLEB Subcontracting Information for Public Consulting Group</i></b>		
<b><i>Subcontractor</i></b>	<b><i>Location</i></b>	<b><i>SLEB Participation</i></b>
<i>John Eric Henry dba Strategic EMS Consulting  John Eric Henry, Owner  Certified Emerging, Certification No. 15-00098  Expiring 11/30/2020</i>	<i>101 Broadway, #2D,  Oakland, CA 94607</i>	20%

<b><i>SLEB Subcontracting Information for Waters Leadership Coaching</i></b>		
<b><i>Subcontractor</i></b>	<b><i>Location</i></b>	<b><i>SLEB Participation</i></b>
<i>Berio Hayward Law  Itzel Hayward, Owner  Certified Emerging, Certification No. 19-00071  Expiring 7/31/2020</i>	<i>208 John Street  Oakland, CA 94611</i>	20%

<b><i>SLEB Subcontracting Information for The Askia Group</i></b>		
<b><i>Subcontractor</i></b>	<b><i>Location</i></b>	<b><i>SLEB Participation</i></b>
<i>JS Communication Consulting, Inc.  Jessica Scully, President  Certified Small, Certification No. 13-00137  Expiring 11/30/2021</i>	<i>1100 Longridge Road  Oakland, CA 94610</i>	20%

<b><i>SLEB Subcontracting Information for S2A Consulting</i></b>		
<b><i>Subcontractor</i></b>	<b><i>Location</i></b>	<b><i>SLEB Participation</i></b>
<i>Lowe Consulting Group Inc.  Andrea Lowe, Executive Director  Certified Small, Certification No. 08-91246  Expiring 7/31/2021</i>	<i>675 Hegenberger Road, Suite 228  Oakland, CA 94621</i>	20%



<i>SLEB Subcontracting Information for Comfort Homesake</i>		
<i>Subcontractor</i>	<i>Location</i>	<i>SLEB Participation</i>
<i>Nectar Consulting Inc.</i> <i>Michele Molitor, CEO</i> <i>Certified Small, Certification No. 19-00075</i> <i>Expiring 8/31/2020</i>	<i>1399 Highland Blvd.,</i> <i>Hayward, CA 94542</i>	<i>20%</i>

ATTACHMENT A  
POOL OF VENDORS

- A. Procurement Contract No. 19390, K. Iwata Associates, Inc. (Principal: Kay Iwata; Location: Union City);
- B. Procurement Contract No. 19391, Law Office of Amy Oppenheimer (Principal: Amy Oppenheimer; Location: Berkeley);
- C. Procurement Contract No. 19392, Advanced Communication Designs, Inc. (Principal: Natasha Terk; Location: Oakland);
- D. Procurement Contract No. 19393, Public Consulting Group (Principal: Deborah Joffe; Location: Boston, MA);
- E. Procurement Contract No. 19394, The Askia Group (Principal: Prestell Askia; Location: Hayward);
- F. Procurement Contract No. 19395, Claremont Behavioral Services (Principal: Thomas Bjornson; Location: Alameda);
- G. Procurement Contract No. 19396, Waters Leadership Coaching (Principal: Irvania Waters; Location: San Francisco);
- H. Procurement Contract No. 19397, Aim Training Solutions dba Motivaim (Principal: Elie Habib; Location: Oakland);
- I. Procurement Contract No. 19398, Hatchuel Tabernik & Associates (Principal: Tim Tabernik; Location: Berkeley);
- J. Procurement Contract No. 19399, S2A Consulting (Principal: Stephanie Anderson; Location: Oakland);
- K. Procurement Contract No. 19400, CPS HR Consulting (Principal: Melissa Asher; Location: Sacramento);
- L. Procurement Contract No. 19401, Comfort Homesake (Principal: Nandi Marie Davis; Location: Oakland)
- M. Procurement Contract No. 19402, Mind Matters LLC (Principal: Deepa Abraham; Location: Dublin).

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/17/2019*

Approved as Recommended ☒

Other ☐

Unanimous ☒ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☐ Carson: ☐ - ☐ 5

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

Contract: C-901835

File No. \_\_\_\_\_

Item No. 50

Copies sent to:

Allison Ocampo & Cindy Wong

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: \_\_\_\_\_

*Rhonda Bailey*

Deputy