

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

605



FROM: Department of Facilities Management

SUBMITTAL DATE:
February 6, 2007

SUBJECT: Project Management Training – Approval of Sole Source Award to UC Riverside Extension

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve a sole source award to UC Riverside Extension of Riverside, California for project management training to project management staff; and
2. Authorize County Purchasing to issue a sole source Purchase Order to UC Riverside Extension in the amount of \$64,500, to train 30 participants.

BACKGROUND: The County of Riverside has embarked upon an extensive capital improvement program, which will continue for at least the next decade.

(Continued on Page 2)

Departmental Concurrence

Purchasing: *[Signature]*
Director

for T.L. Miller
Robert Field, Director
Department of Facilities Management

RF:WH:jle

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 64,500	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	06/07
SOURCE OF FUNDS: Intra-Internal Charges 10000-7200100000			Positions To Be Deleted Per A-30	<input type="checkbox"/>
			Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

Seena Chon

County Executive Office Signature

Policy
 Consent

 Policy
 Consent

 Dept's Recomm.:
 Per Exec. Ofc.:

35:11MA T-SAMT005

Prev. Agn. Ref.: | **District:** All | **Agenda Number:**

3.19

Department of Facilities Management
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BACKGROUND: (Continued)

In order to help ensure that projects are delivered on time and within budget, it will be essential to provide project management staff with uniform procedures, tools, and methodologies to effectively and efficiently manage the large number of complex projects anticipated.

Facilities Management has reviewed several available training options and determined that the Project Management Certificate Program offered by UC Riverside Extension will provide the training necessary to equip project management staff.

The program is closely aligned with Project Management Institute (PMI) standards and goes into depth in several key areas, including scheduling and risk management, quality and cost control, leadership, and communication and team building. The program consists of five core classes and one elective, and will help prepare staff to take the Project Management Professional (PMP) examination administered by PMI. The classes will commence in March and be complete in October 2007.

Facilities Management has determined that UC Riverside Extension is the only provider of project, facilities and construction management training in the Inland Empire. Their ability to offer customized training on short notice is an important factor in the decision to consider them as a sole source provider. They are also the only program in the region that helps prepare individuals for the Project Management Professional (PMP) examination, which ensures that staff utilizes the same methodology as other project management professionals in the industry.

Due to its proximity to the UC Riverside campus, Facilities Management was able to negotiate a reduced rate by holding the classes on Facilities Management premises and provide more efficient use of staff time to attend the classes.

The program curriculum was defined in discussions between UC Riverside Extension and Facilities Management and presented in the attached training proposal dated 02/20/07 (Attachment A) for an amount up to \$64,500 to train up to 30 participants. There is a base rate of \$46,500 to train up to 15 participants and an additional \$200 per course for each additional participant up to a maximum of 30.



BUSINESS, ENGINEERING & TECHNOLOGY (951) 827-1623
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UNIVERSITY OF CALIFORNIA it@ucx.ucr.edu
RIVERSIDE, CA 92507-4596 www.UCRExtension.net

February 20, 2007

Riverside County Facility Management
Attn: Warren Huang
3133 Mission Inn Ave
Riverside, CA

Training Proposal for
Riverside County Facility Management

UCR Extension proposes to provide the following training program. Once the details and arrangements described in this training proposal are agreed upon and verbally confirmed, a final agreement will be developed.

Program Title: Project Management Certificate - 15 units - five required plus PMP Courses

Project Management Essentials-required-3 units
Fundamentals of Construction Costs, Estimating and Budgeting-required-3 units
Project Scheduling & Risk Management-required-3 units
Construction Project Planning, Scheduling and Control Systems-required-3 units
Project Management Applications-required-3 units
Project Management Professional (PMP) Certification Review Program-2.4 CEU's

Proposed dates/times: March - October 2007

Location: Riverside County Facility Management

Instructor: Approved by UC Riverside Extension

Equipment: Audiovisual equipment to be provided by Riverside County Facility Management

Fee per course: \$7,750 (up to 15 plus \$200 for each additional participant up to 30)

Program Total : \$46,500 (up to 15 plus \$200 per course for each additional participant up to 30)

A \$500 cancellation fee plus materials (if applicable) will be assessed if this agreement is cancelled 2 weeks prior to the start date.

Training includes:

- 180 - hours of instruction
- Materials
- All program coordination and administration

This proposal is valid through February 28, 2007

Thank you for this opportunity to provide you with this proposal. Please feel free to contact me if you have questions.

Best Regards,

Eric Blum
Director of Business, Engineering and Technology
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