

Metropolitan Transportation Commission
Administration Committee

May 08, 2024

Agenda Item 2e-24-0536

**Contract– Ergonomic Education and Assessment Services: Performance Based Ergonomics
(\$300,000)**

Subject:

Authorization to negotiate and enter into a Contract with Performance Based Ergonomics (PBE) to provide ergonomic education and assessment services in an amount not to exceed \$300,000, for a term of May 15, 2024, through June 30, 2027, with an option to extend for an additional two years in increments of MTCs choosing.

Background:

In 2016 MTC engaged PBE to provide employees with guidance, instruction, and equipment recommendations to aid in reducing injuries and encourage employee comfort and productivity while working. In June 2020, a purchase order was extended for an additional two years to provide a continuum of services to MTC employees, and again in 2022, as PBE was identified as the premier provider in the area. The training that the PBE team provides to MTC Staff is invaluable to ensuring a healthy and injury-free workforce. MTC's procurement policy, EDMM 352, has an exception for the services that PBA provides fall within this exception.

The PBE team has extensive qualifications, experience, and references in both public and private sectors nationwide. Additionally, PBE possesses the requisite knowledge and expertise to effectively train staff, ensuring consistent service quality. PBE is neither a Disadvantaged Business Enterprise or a Small Business Enterprise and they have no subconsultants.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter a Contract with PBE for ergonomic education and assessment services for MTC staff, in an amount not to exceed \$300,000 for the term of May 15, 2023, through June 30, 2027 with an option to extend for an additional two years in increments of MTCs choosing.

Attachments:

- Request for Committee Approval: Summary of Proposed Contract

A handwritten signature in black ink, reading "Andrew B. Fremier". The signature is written in a cursive style with a large initial "A".

Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1153

Consultant: Performance Based Ergonomics (PBE)
Oakland, California

Work Project Title: MTC Ergonomics Educational Program

Purpose of Project: Ergonomic education and assessment services for MTC staff.

Brief Scope of Work: Provide educational training and ergonomic assessments.

Project Cost Not to Exceed: \$300,000

Funding Source: MTC FY 2023-24 Consulting Budget

Fiscal Impact: Funds included in the FY 2023-24 MTC budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a Contract with PBE for MTC ergonomic training and assessments as described above, and in the Executive Director's memorandum dated April 10, 2024, and the Chief Financial Officer is directed to set aside funds in an amount not to exceed \$300,000 for suchContract.

Administration Committee:

Gina Papan, Chair

Approved: May 8, 2024