



**Panel Amendment #1 Proposal for:
Method Technologies, Inc.
Agreement Number: ET16-0237**

Amendment Effective Date: June 21, 2016

ETP Regional Office: San Diego **Analyst:** J. Davey

CURRENT PROJECT PROFILE

Contract Type:	Retrainee Priority/SB<100	Industry Sector(s):	Services Technology/Other
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract Term:	November 3, 2015 to November 2, 2016	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$22,100

AMENDMENT FUNDING

Requested Funding	Total Funding
\$26,000	\$48,100

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority/SB<100	Business Skills, Computer Skills	25	8-100	0	\$1,924	\$16.02
				Weighted Avg: 74			

Minimum Wage by County: Job Number 1 – Orange County (2015): \$16.02 per hour
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No
 Up to \$0.93 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Administrative Support	
Engineer	
Technical	
Supervisor/Manager	
Owner	

INTRODUCTION

Founded in 2007, Method Technologies Inc. (MTI) (www.mtinc.net) is located in Cypress and employs 25. The Company provides various IT and other technology-related services such as help desk support, web design, web hosting, structured cabling, virtualization, surveillance, 24/7 monitoring, telecom, and technology relocation. The Company primarily serves clients in Southern California. However, it has several out-of-state clients in Texas, Florida, and New York.

MTI's Small Business proposal was approved at the November 2015 Delegation Order.

AMENDMENT DETAILS

MTI reached the maximum number of training hours at the end of May under current Agreement terms. In June, the Company reassessed its training plan and found there were essential knowledge gaps among its employees. Trainees needed more training in topics such as Standard Operating Procedures and Customer Interaction for its IT (Technical) staff, who not only develop the Company's products, but also interact with customers to ensure their needs are met. In addition Engineering and other non-IT Technical Staff need to learn Computer Skills in MS Office, E-Mail Services, Networking, and other software skills to become more efficient.

The Company determined that it will need an additional 1,000 hours of training, based on the performance of its current training plan (the Agreement term will be extended). This request will add more hours for existing trainees, rather than adding a new phase of training for additional trainees.

By this amendment:

- The Agreement amount will increase by \$26,000, from \$22,100 to \$48,100;
- The weighted average hours for Job Number 1 will increase by 40 hours, from 34 to 74;
- The average cost-per-trainee for Job Number 1 will increase by \$1,040, from \$884 to \$1,924;
- The maximum range of hours will increase by 40, from 60 to 100; and
- The term date of the Agreement will be extended by one year, to the full two-year term.

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by MTI under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET16-0237	\$22,100	11/3/2015– 11/2/2016	26	0*	0*

*Because current trainees need additional training, there are no completions or retentions to report.

Method Technologies has completed 668 eligible training hours (78.6%), with another 240 hours that cannot be entered due to the 60 hour ceiling, for a total of 908 hours of training (106%). By the end of the current Agreement's last date of eligible training (8/4/16), the Company will have delivered at least another 92 hours of training.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 100

Trainees may receive any of the following:

BUSINESS SKILLS

- ✦ Customer Acquisition/Sales
- ✦ Customer Interaction/Quality Control
- ✦ Proposal Procedures
- ✦ Standard Operating Procedures

COMPUTER SKILLS

- ✦ Copiers/Printers/Scanners
- ✦ Customer Related Portal
- ✦ Disk Encryption
- ✦ Domain Name Systems (DNS) Networking
- ✦ Email Services
- ✦ ESET
- ✦ Field Procedures
- ✦ File Sharing
- ✦ Firewalls
- ✦ Method BDR - Backup Disaster Recovery
- ✦ Microsoft Office
- ✦ Network Attached Storage (NAS)
- ✦ Office 365
- ✦ Paging Services
- ✦ QuickBooks
- ✦ SAN Storage Area Network
- ✦ Servers (Hardware)
- ✦ Spam Filtering
- ✦ Surveillance
- ✦ Switches
- ✦ Telephony
- ✦ Uninterruptible Power Supply (UPS)
- ✦ Wiring Connectivity
- ✦ Veeam
- ✦ Virtual Desktop
- ✦ Virtualization
- ✦ Web Filtering
- ✦ Wireless Connectivity

Note: Reimbursement for retraining is capped at **100** total hours per-trainee, regardless of method of delivery.