



**Retrainee – Job Creation
Training Proposal for:
P2S Engineering, Inc.**

Agreement Number: ET16-0374

Panel Meeting of: February 26, 2016

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Engineering Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 116	U.S.: 116	Worldwide: 116
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	2%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$105,960		\$0	\$0		\$105,960

In-Kind Contribution:	100% of Total ETP Funding Required	\$228,045
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Advanced Technology	113	8-200	0	\$720	\$16.48
				Weighted Avg: 40			
2	Retrainee Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Advanced Technology	30	8-200	0	\$820	* \$13.72
				Weighted Avg: 41			

* It will be made a condition of contract that the trainees in this Job Number will never be paid less than the State or local minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$16.48 per hour for Los Angeles County; \$16.46 per hour for San Diego County. Job Number 2 (Job Creation): \$13.73 per hour for Los Angeles County and \$13.72 per hour for San Diego County.

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 Maybe
Up to \$2.48 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Engineer I		73
Engineer II		11
Administration Staff		20
Manager		4
Supervisor		5
JOB NUMBER 2		
Engineer I		16
Engineer II		12
Administration Staff		1
Supervisor		1

INTRODUCTION

Founded in 1991, P2S Engineering, Inc. (P2S) is a consulting, engineering, and commissioning company that provides services in construction planning, design, and project management. Clients include commercial buildings and government facilities. Consulting services include the electrical, mechanical, plumbing, telecommunications and industrial fields.

Training will take place at its Long Beach and San Diego locations. This will be the fourth ETP Agreement for P2S.

PROJECT DETAILS

Training provided under prior ETP Agreements included Computer Software, Project Management, and Leadership Skills. Although training in these areas will continue to be delivered to P2S staff, no trainee will repeat the same course under the new Agreement. To remain competitive, P2S must provide clients with the latest in technologies and consulting services.

A new division, Construction Management, has been created to expand the services identified above. Employees in this division will provide contract administration; maintain plans; and review designs and plans to ensure conformity with county and state standards. Staff in this division will receive Commercial Skills training to increase knowledge to design and manage projects efficiently.

P2S has also restructured its management and engineering departments. Employees are taking on leadership roles in order to increase skills in project management, teambuilding, and communication. With a heavy focus on new-hires over the next two years, incumbent staff will receive managerial training to ensure they are equipped with the skills required to lead and give direction to newly-hired employees.

Training Plan

Business Skills (20%): Training will be offered to all occupations to increase efficiencies and improve overall skill sets. Staff will participate in Communication Skills, Client Relationships, and Risk Management training.

Commercial Skills (30%): Training will be offered to Engineers and Supervisors to improve staff knowledge on building codes and standards and new energy systems. Training in these areas will ensure P2S Engineers are familiar with new programs and technologies that are often requested from clients while designing and managing newly acquired projects.

Computer Skills (25%): Training will be offered to all occupations to improve staff capability to execute daily job duties using MS Office, accounting, and advanced computer programming.

Continuous Improvement (15%): Training will be offered to all occupations to ensure staff is utilizing best measures to complete work tasks. Courses to be provided include Process and Quality Improvement.

Advanced Technology (10%):

Engineers to receive training in this Agreement will participate in Advanced Technology training (AT) in computer programming topics such as CAD, REVIT and BIM. These are highly technical training sessions that requires advanced skills to design with 3-dimensional multimedia computer programs. AT instructors charge higher fees, and the Company must enter licensing and maintenance contracts for the training programs.

Engineers may receive up to 50 hours of AT training under this Agreement. The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

Commitment to Training

P2S Engineering spends approximately \$368,045 in training at their California locations. Training being provided by the Company includes process improvement, engineering technology, and safety and risk training.

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

P2S has appointed personnel staff to schedule and track training that will be delivered under this Agreement. The Company has also hired a third party administrator to provide the following administrative duties: enrollment, tracking of training hours, and data entry into ETP Online Systems.

Retrainee - Job Creation

In support of job creation, the Panel offers incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

P2S has committed to hiring 30 new employees (Job Number 2). Occupations to be hired include Engineers, Administration Staff, and a Supervisor. All newly-hired staff members will need training on computer programs utilized by the Company such as REVIT and BIM (advanced technology). These programs are used on a daily basis to design and develop building plans for P2S clients. In order to provide sufficient consulting and design services, trainees must participate in training to ensure they are well versed and capable of advising customers on construction plans.

Staff will also learn skills in project and time management, building codes, and quality improvement. Training to be delivered to newly-hired staff will also bring them up-to-date with incumbent workers to prepare them to meet high performance levels that are expected of them while working alongside more experienced counterparts.

The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by P2S under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0168	\$106,600	07/07/14-07/06/16	102	95	TBD

To date, some 4,390 reimbursable hours have been entered into ETP Online Tracking. This is sufficient to support \$106,600 (100% of approved amount). Progress payments in the amount of \$75,503 have been paid to the contractor and final payments will be submitted for 95 trainees by February 2016. A total of \$105,406 is in the process of being approved by Fiscal Unit.

[Note: No substantial contribution will be required under the new Agreement because prior contract earnings under ET15-0168 included Job Creation. As a result, the Company will not exceed the \$250K threshold for a substantial contribution in Job Number 1. ET15-0168 earnings excluding job creation = \$76,125; Total amount earned in the last five years: \$76,125+ \$99,840+ \$44,525 =\$220,490]

PRIOR PROJECTS

The following table summarizes performance by P2S under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET12-0446	Long Beach	06/30/12-06/29/14	\$99,840	\$99,840 (100%)
ET11-0284	Long Beach	05/13/11-05/12/12	\$48,048	\$44,525 (92%)

DEVELOPMENT SERVICES

P2S retained Training Funding Source in Seal Beach to assist with development of this proposal for a flat fee of \$6,000.

ADMINISTRATIVE SERVICES

Training Funding Source will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Administrative Processes
- Business Development
- Client Relationships
- Communication
- Financial Management
- HR & Administration
- Leadership
- Project Management
- Risk Management
- Time Management
- Work Policies and Procedures

COMMERCIAL SKILLS

- Acute Care Design
- Commissioning
- Construction Management
- Energy Systems
- Engineering MEP
- Infection Control
- Leadership Energy Environmental Design (LEED)
- Office of Statewide Health Planning and Development Standards/Codes (OSHDP)
- Power System
- Sustainable Building Design
- Sustainable MEP Design

COMPUTER SKILLS

- Customer Relationship Management
- Computer Operations
- Financial Accounting
- MS Office
- Project Management

CONTINUOUS IMPROVEMENT

- Meeting Management
- Process Improvement
- Quality Improvement

AT Hours

0-50

ADVANCED TECHNOLOGY

- AutoCAD (Computer Aided Design)
- Building Information Modeling (BIM)
- REVIT MEP

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.