

DELEGATION ORDER



**Panel Amendment #1 Proposal for:
Partners in Control, Inc. dba Enterprise Automation
Agreement Number: ET15-0333**

Amendment Effective Date: March 25, 2016

ETP Regional Office: San Diego **Analyst:** K. Campion

CURRENT PROJECT PROFILE

Contract Type:	Priority Job Creation SB<100	Industry Sector(s):	Services Engineering
Counties Served:	Orange, Contra Costa	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:	December 31, 2014 to December 30, 2016	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$31,200

AMENDMENT FUNDING

Requested Funding	Total Funding
+\$20,800	\$52,000

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimate d No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority SB<100	Business Skills, Computer Skills, Commercial Skills	20	8-200	0	\$2,080	\$16.25
				Weighted Avg: 80			
2	Priority SB<100 Job Creation	Business Skills, Computer Skills, Commercial Skills	5	8-100	0	\$2,080	\$33.00
				Weighted Avg: 80			

Minimum Wage by County: \$16.25 per hour in San Diego and Contra Costa Counties

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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1	
Engineer	
Project Manager	
Management Staff	
Administrative Staff	
Business Development Staff	
Owner	
Job Number 2	
Engineer	

INTRODUCTION

Headquartered in Irvine, Partners in Control, Inc. dba Enterprise Automation (EA) is a small engineering company that provides all phases of system integration services for industrial water and other systems, including design consultation, specification development, panel design, programming, data network design, virtualization, testing and documentation. EA also has a small satellite office in Walnut Creek, which allows the Company to serve both Northern and Southern California customers.

This project targeted to train 25 workers in Business, Computer and Commercial Skills. The Agreement was approved through the Delegation Order in December 2014 and training commenced on January 7, 2015.

AMENDMENT DETAILS

During the development of the Agreement (Fall 2014), the Contractor requested a conservative number of average training hours (40) to ensure it could complete 100% of the Agreement amount, given that this was EA's first ETP Agreement. At the ETP Monitoring Visit of 3/23/16, EA reported that it had documented enough qualified training hours equal to 100% of the Agreement amount, however, has six months remaining in the Agreement training period and critical training yet to be delivered.

A substantial amount of training topics are currently scheduled for Job Number 1 incumbent workers, to be delivered in the next six months. One trainee has reached the maximum number of training hours, and several others are also close to reaching the 100-hour cap. Therefore, EA requests an Amendment to: 1) increase the weighted average training hours for Job Number 1 from 40 to 80; and, 2) increase the range of training hours to 200 for Job Number 1. No change is sought for Job Number 2 (Retrainee Job Creation).

ETP reports confirm that EA has tracked allowable training hours equal to 100% of the available funding for Job Number 1. Approximately 20 retrainees remain active in training. With five months remaining in the training period (9/30/16), there are insufficient funds available in Job Number 1 to meet the current demand.

This Amendment is for additional Phase I funding (increased weighted average training hours) of existing planned trainees. The Amendment will be retroactive to 3/25/16, the date the Revision request was submitted to ETP. The total amount of the funding will remain under Small Business funding cap of \$100,000.

By this Amendment:

- The Agreement amount will increase by \$20,800, to \$52,000;
- The Range of Hours in Job Number 1 will increase by 100, to 200;
- The weighted average training hours in Job Number 1 will increase by 40, to 80 hours;
- The average cost per trainee in Job Number 1 will increase by \$1,040, to \$2,080.

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

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

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0333	\$31,200	12/31/14 – 12/30/16	24	5	4

Based on ETP Systems, 1,252 reimbursable hours have been tracked for potential earnings in excess of the current Agreement amount (100% of approved amount).

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Sales & Marketing Skills
- Project Management
- Coaching/Mentoring & Leadership Skills

COMPUTER SKILLS

- Software Technical Application Skills
 - ❖ Ampla
 - ❖ Think and Do
 - ❖ Supervisor Control & Data Acquisition Software
 - ❖ Historian
 - ❖ Microsoft 360
 - ❖ Programmable Logic Controller Programs
 - ❖ Remote Desktop Program
 - ❖ Electronic Tools
 - ❖ SQL Server Reporting
 - ❖ Windows 8.1
 - ❖ Wonderware Product Line
 - ❖ Schneider Electric Product Line
 - ❖ Citect Product Line
 - ❖ Manufacturing Execution Systems
- System Networking Skills
- Virtualization, VMware, ESXi
- MS Office Application Skills

COMMERCIAL SKILLS

- Engineering Controls & Methodologies
- Engineering Standards, Practices and Job Specific Procedures
- Project Set-Up, Execution and Deployment
- Specification Writing, Reading and Interpreting
- Factory & Site Acceptance Testing (FAT, SAT)
- Site Documentation and Inspection
- Project and System Documentation
- Operation & Management Documentation and Training the End-User
- Electrical Wiring Skills

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