

**City of Austin  
Purchasing Office  
Scope of Work  
Solicitation No. OPJ0105**

**Project Management Professional Development Training Program**

**1. PURPOSE**

The City of Austin, d.b.a. Austin Energy (AE), seeks proposals in response to this Request for Proposal (RFP) from firms qualified and experienced in project management methodology training and certification. This contract is intended to provide professional development units (PDUs) to AE project managers who need to obtain or have earned the Project Management Professional (PMP) credential and who need to maintain that credential.

**2. BACKGROUND**

Austin Energy is the nation's 8<sup>th</sup> largest municipally-owned electric utility, serving a population of approximately 1 million people and delivering electricity to more than 420,000 customers within its service territory. AE consists of several business units, including power production, transmission, distribution, information technology and various support services sections, that manage multi-million dollar projects.

This training program is intended to provide quality training based on the Project Management Body of Knowledge (PMBOK) to enhance project management and leadership skills.

It is anticipated for the firm selected to conduct up to six sessions between June 1, 2014 and May 31, 2015.

**3. SCOPE OF WORK**

- A. Title of Program:** Project Management Professional Development Training Program
- B. Objective:** Austin Energy is seeking an up-to-date, high quality technical training program for up to 70 project managers. It should include curriculum as listed in Section D. Participation in the scheduled training sessions will include a minimum of 8 project managers per session.

Specific objectives include:

1. Course material is based on PMBOK methodologies and principles
2. Curriculum should be applicable to construction, installation or design-build type projects, as well as information technology and professional services projects
3. Training will be conducted in City of Austin facilities coordinated by the AE Corporate Project Management Office (CPMO)
4. Certificates of completion will be provided to attendees at the end of each course

**C. Implementation:**

Before the project begins, the successful contractor will meet with CPMO personnel who administers the program, to agree on course material to be offered. CPMO personnel will solicit attendance from the AE project managers for agreed upon courses and provide contact information to the vendor for registration.

**D. Acceptance of Work:**

1. Course instructors will be experienced (hands on) in all appropriate methodologies and applicable software.

2. A mixture of traditional classroom and virtual online presentations may be utilized. Online courses will be archived for access by paid participants for 60 days after session end.
3. Contractor will provide all training materials: (notebooks, handouts, and other printed materials). All training materials will be of a high quality.
4. Curriculum should include specific courses in the following categories:
  - Project management fundamentals
  - Project management certification program, including exam prep
  - Enhancement of project management skills in the areas of cost, schedule, risk, resource, communication and other management areas
  - Leadership skills, such as negotiating, dealing with conflict, strategic thinking, building effective teams, etc.
  - Other related skills, such as business process analysis and Lean Six Sigma
  - Microsoft Project 2007 – subject to change when AE upgrades its enterprise software
5. Training schedule will be determined jointly by CQS and the vendor
6. Training will be conducted at a City of Austin location. A vendor internet connection will be provided. Instructor may request special set-up of the training area at least two (2) weeks prior to the scheduled session, if needed.
7. Sessions will be conducted during Austin Energy working hours, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., excluding City of Austin holidays.
8. Contractor will maintain class rosters and administer satisfaction surveys. Copies will be provided to AE.

**E. Pricing:**

1. The cost proposal will be a unit price per day per registered participant and will include costs for:
  - a. Instructor expenses, including travel, room and board
  - b. Printed materials
2. Vendor will provide itemized invoices for payment, with, at a minimum, the following information:
  - a. Unique invoice number and date
  - b. Course name
  - c. Date(s) of course
  - d. Registrants' names
  - e. Unit price
  - f. Extended price
3. Invoices will be submitted to:

Austin Energy  
811 Barton Springs, Suite 230  
Austin, TX 78704  
Attention: Mark Coffey, PMP
4. Payment will be made Net/30 after completion of the scheduled session.
5. If a registrant fails to attend a session and provided notice, a credit will be issued for a future registration.

#### **4. SCHEDULE**

Proposer shall acknowledge flexibility in course scheduling (date and time); Coordination of location; and, communication plan for unexpected cancellations. Any changes to the schedule will be coordinated with the AE Project Manager.

#### **5. PROGRESS REPORTS**

Copies of the satisfaction surveys will be provided to the above address for analysis of the data. If there is an indication that a course or an instructor does not meet expectations, AE will contact the vendor and discuss appropriate corrective actions.