

PROCUREMENT SUMMARY

METRO DRUG AND ALCOHOL OVERSIGHT PROGRAM/PS60199000

1.	Contract Number: PS60199000	
2.	Recommended Vendor: LPM CONSULTING, INC.	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: March 28, 2019	
	B. Advertised/Publicized: March 28, 2019	
	C. Pre-Proposal Conference: N/A	
	D. Proposals Due: May 1, 2019	
	E. Pre-Qualification Completed: June 18, 2019	
	F. Conflict of Interest Form Submitted to Ethics: July 29, 2019	
	G. Protest Period End Date: September 23, 2019	
5.	Solicitations Picked up/Downloaded: 8	Bids/Proposals Received: 2
6.	Contract Administrator: Marc Margoni	Telephone Number: (213) 922-1304
7.	Project Manager: Marylynn Ahumada	Telephone Number: (213) 922-7172

A. Procurement Background

This Board Action is to approve the award of Contract No. PS60199000 to LPM Consulting, Inc. to support Metro's Drug and Alcohol Oversight Program. Board approval of contract awards are subject to the resolution of any properly submitted protest.

On March 28, 2019 Request for Proposal (RFP) No. PS60199 was issued as a competitively negotiated procurement in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate.

No amendments were issued during the solicitation phase of the RFP.

A total of eight firms downloaded the RFP and were included on the plan-holders list. Two proposals were received on May 1, 2019, and are listed below in alphabetical order:

- Compliance Oversight Solutions Ideal, LLC
- LPM Consulting Inc.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Grants Management & Oversight and Talent Acquisition departments was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were initially evaluated based on pass/fail minimum qualifications criteria to determine proposals that are “technically acceptable”. The pass/fail criteria included experience in the design, implementation, administration and audit of US Department of Transportation (DOT)/Federal Transit Administration (FTA) regulated drug and alcohol testing programs.

Of the two proposals received, only LPM passed the minimum qualifications requirements and was further evaluated based on the following weighted evaluation criteria:

- Degree of Technical Expertise and Experience of the Consultant/Team 45 percent
- Level of Relevant Experience of the Consultant/Team 35 percent
- Cost 20 Percent

Several factors were considered in developing these weights, giving the greatest importance to the degree of technical expertise and experience of the consultant/team.

On May 20, 2019, the PET met and conducted an independent technical evaluation of the proposals received and determined that LPM Consulting Inc. met the minimum qualifications as outlined in the RFP.

Qualifications Summary of Firm:

LPM Consulting Inc. (LPM):

LPM is located in Northridge, CA. It is an independent training and consulting firm specializing in developing and maintaining drug and alcohol-free programs. Over the past 19 years, more than 95% of LPM's consulting assignments are with transportation agencies. Its clients include the FTA, Transportation Safety Institute, Access Services, Imperial County Transportation Commission, Montebello Bus Lines and Long Beach Transit.

The proposed Project Manager has over 20 years of experience in the field of substance abuse program development, management, training, auditing and regulatory compliance. She has in-depth knowledge of the DOT and FTA drug and alcohol testing rules and has hands on experience in managing public transportation workplace drug and alcohol testing programs.

The following is a summary of the PET scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	LPM Consulting Inc				
3	Degree of Technical Expertise and Experience of the Consultant/Team	100	45.00%	45	
4	Level of Relevant Experience of the Consultant/Team	100	35.00%	35	
5	Cost	100	20.00%	20	
6	Total		100.00%	100	1

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate price competition, price analysis, technical analysis, fact finding, and historical cost. The recommended price is lower than Metro’s independent cost estimate (ICE).

	Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
1.	LPM Consulting Inc.	\$851,855.91	\$885,072.84	\$851,855.91

D. Background on Recommended Contractor

LPM Consulting Inc. is a privately held, woman-owned business established in 2007. LPM has had prior contracts with Metro and is currently the incumbent on Metro’s Transportation Workplace Drug and Alcohol Testing Program and has performed satisfactorily.