

## PROCUREMENT SUMMARY

DISABILITY INTERACTIVE PROCESS/  
REASONABLE ACCOMMODATION SERVICES/ PS92829000

1.	<b>Contract Number:</b> PS92829000	
2.	<b>Recommended Vendor:</b> Shaw HR Consulting, Inc.	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> October 11, 2022	
	<b>B. Advertised/Publicized:</b> October 11, 2022	
	<b>C. Pre-Proposal Conference:</b> N/A	
	<b>D. Proposals Due:</b> November 8, 2022	
	<b>E. Pre-Qualification Completed:</b> December 1, 2022	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> November 8, 2022	
	<b>G. Protest Period End Date:</b> January 23, 2023	
5.	<b>Solicitations Picked up/Downloaded:</b> 5	<b>Bids/Proposals Received:</b> 1
6.	<b>Contract Administrator:</b> Manchi Yi	<b>Telephone Number:</b> (213) 418-3332
7.	<b>Project Manager:</b> Don Howey	<b>Telephone Number:</b> (213) 922-8867

**A. Procurement Background**

This Board Action is to approve Contract No. PS92829000 to Shaw HR Consulting, Inc. to provide Disability Interactive Process/Reasonable Accommodation facilitation services. Engaging with employees in the Disability Interactive Process is a requirement of Title 1 of the Americans with Disabilities Act, as well as the California Fair Employment & Housing Act. Board approval of contract awards are subject to resolution of any properly submitted protest.

Request for Proposal (RFP) No. PS92829 was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate. The Diversity & Economic Opportunity Department did not recommend a DBE participation goal for this procurement.

The RFP was released on October 11, 2022, as a full and open competitive procurement. The solicitation was available for download from Metro's website. Advertisement was placed in the Los Angeles Daily News, on October 11, 2022, to notify potential proposers of this solicitation. Further, Metro notified potential prime contractors identified by the Project Office and other potential prime contractors from Metro's vendor database based on applicable North American Industry Classification System (NAICS) codes. A pre-proposal conference was not held for this solicitation.

A total of five firms downloaded the RFP and were included on the planholders list. No amendment was issued during the solicitation phase of this RFP. One

question was asked, and Metro’s response was released prior to the proposal due date. Metro did not receive any request for extension of the proposal due date. On November 8, 2022, a single proposal was received from Shaw HR Consulting, Inc. (Shaw).

Since only one proposal was received, Metro staff canvassed the potential proposers to determine why there were no other proposers. The following are the results of the market survey:

1. Potential proposer provides consulting services specific to assessment use and overall HR practices only. Its industrial-organizational (I/O) psychologists are not specifically trained to provide Disability Interactive Process/Reasonable Accommodation Services.
2. Potential proposer is interested in submitting a proposal. However, it did not have the necessary resources and time to pursue this procurement opportunity.

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Metro’s HEAR and Wellness Program, Workforce Services and Transit Operations was convened and conducted a comprehensive technical evaluation of the one proposal received.

The proposal was evaluated based on the following evaluation criteria and weights:

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|--|-----|
| • Experience and Qualifications of Contractor                                  | 30% |
| • Experience and Qualifications of Proposed Personnel                          | 20% |
| • Contractor’s Proposed Process and Approach to Meet Metro’s Needs Efficiently | 30% |
| • Price Proposal   | 20% |

Several factors were considered in developing these weights, giving the greatest importance to the experience and qualifications of contractor and contractor’s proposed process and approach to meet Metro’s needs efficiently.

The PET members independently evaluated and scored Shaw’s technical proposal and determined that it met the requirements of the RFP. Based on a thorough review of the proposal, the PET deemed Shaw to be technically qualified to perform the work.

The following is a summary of the PET scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>Shaw HR Consulting, Inc.</b>				
3	Experience and Qualifications of Contractor	<b>94.43</b>	<b>30%</b>	<b>28.33</b>	
4	Experience and Qualifications of Proposed Personnel	<b>100.00</b>	<b>20%</b>	<b>20.00</b>	
5	Contractor's Proposed Process and Approach to Meet Metro's Needs Efficiently	<b>96.67</b>	<b>30%</b>	<b>29.00</b>	
6	Price Proposal	<b>100.00</b>	<b>20%</b>	<b>20.00</b>	
7	<b>Total</b>		<b>100%</b>	<b>97.33</b>	<b>1</b>

### **C. Cost/Price Analysis**

The recommended price has been determined to be fair and reasonable based upon the Project Manager's technical analysis, the independent cost estimate (ICE), price analysis and fact finding. The recommended price is 3% lower than Metro's ICE.

Proposer Name	Proposal Amount	Metro ICE	Award Amount
Shaw HR Consulting, Inc.	\$2,244,000	\$2,303,610	\$2,244,000

### **D. Background on Recommended Contractor**

The recommended firm, Shaw HR Consulting, Inc. (Shaw), located in Newbury Park, California, has been in business since 2011. It is a woman-owned, human resource consultancy firm specializing in risk management and federal disability laws. Shaw provides a fully range of disability compliance management services in support of compliance with Title I of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). Existing public sector clientele include City of Costa Mesa, California State University, Long Beach, the County of Los Angeles, and Riverside Community College District. Shaw currently provides advice and assistance in resolving complex disability and interactive process issues to Metro and performance has been satisfactory.

Shaw's proposed principal consultant has more than 20 years of executive-level human resources experience.