

Metropolitan Transportation Commission

Administration Committee

July 12, 2023

Agenda Item 2e - 23-0928

Contract – Leadership Coaching and Development: Ace-Up, Inc. (\$900,000)

Subject:

Staff requests Committee approval for a three-year contract with Ace-Up, Inc. in an amount not to exceed \$900,000, to develop, design, and implement a leadership coaching cohort to train and develop MTC leadership.

Background:

MTC has recognized it is crucial that current leaders be skilled at leading in a changing environment, keeping their team members engaged, breaking down silos, and fostering diversity of people and opinions across the agency. In 2020, MTC began its partnership with Ace-Up, Inc. who was procured using Exception No. 2 to MTC’s Executive Director’s Management Memorandum No. 352 for Agency Sponsored Training and Professional Development to create a Leadership Development Cohort. MTC HR often utilizes this exception for training and development, yet standard practice remains to informally review a minimum of three vendors. The other two vendors that were reviewed were Enact Leadership (SBE out of Berkeley, CA) and the Center for Creative Leadership (North Carolina). Ultimately, staff selected Ace-Up, Inc. based on three main advantage points: Diversity, Equity, and Inclusion (DEI), Program Value and Return on Investment (ROI), and Overall Flexibility.

MTC is now proposing to continue that opportunity for the entire leadership and executive team and the cohort newly hired MTC leaders. This program seeks to continue to integrate the coaching program with current MTC initiatives (regional and internal/operational) and to have a powerful impact on creating a workforce that is ready to lead its people in service to the region.

Under this proposed agreement Assistant Directors, Section Directors, and Executive staff, would have the opportunity to participate in a 12-month program, that includes access to one-on-one coaches and group workshops delivered via virtual environment. In addition, participants will receive a leadership assessment and a 360 review to focus the intention of their coaching sessions.

Ace-Up, Inc. and its subcontractors are not small or disadvantaged business enterprises.

Funding of \$323,400 has been allocated in the FY 2023-24 agency budget. The Chief Financial Officer is authorized to set aside future funding in the amount of \$295,020 and \$281,484 for FY 2024-25 and FY 2025-26 respectively, dependent on MTC budget approval.

Next Steps:

Staff will create an implementation plan to ensure all MTC Leadership are offered the opportunity to enroll in Leadership Coaching and Development over the next three years.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract with Ace-Up, Inc. in an amount not to exceed \$900,000 for a three year contract, funded via \$323,400 in FY 2023-24, \$295,020 in FY 2024-25, and \$281,484 in FY 2025-26, subject to future budget approvals..

Attachments:

Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1153

Consultant: Ace-Up, Inc.
Boston, MA

Work Project Title: Leadership Coaching and Development

Purpose of Project: Develop, design, and implement a leadership coaching cohort to train and develop MTC leadership.

Brief Scope of Work: Ace-Up, Inc. will partner with MTC Human Resources and the MTC Executive Team to design and develop a 3-year Leadership Coaching and Development cohort program and deliver said program to an estimated 50 employees per year over a 3-year period.

Project Cost Not to Exceed: \$900,000.

Funding Source: 1153 – General Fund

Fiscal Impact: \$323,400 in the FY 2022-23, \$295,020 in the FY 2023-24, and \$281,484 in the FY 2024-25.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with Ace-Up, Inc. in an amount not to exceed \$900,000 for the Leadership Coaching and Development described above and in the Administration Committee Summary Sheet dated July 12, 2023, and that the Chief Financial Officer is authorized to set aside funds for such contract, subject to future annual budget approvals.

Administration Committee:

Gina Papan, Chair

Approved: July 12, 2023