

**Metropolitan Transportation Commission**

**Administration Committee**

**April 9, 2024**

**Agenda Item: 2c-24-0266**

**Contract Amendment– Procurement and Contracts Training Content: Contiem, Inc.  
(\$120,000)**

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**Subject:**

Authorization to negotiate and enter into a contract amendment in an amount not to exceed \$120,000 with Contiem, Inc. for the creation of training content for MTC’s procurement and contracts processes (“Project”) for a new total contract cost not to exceed \$305,000.

**Background:**

Over the last several years MTC has continued to grow in staffing numbers and supported programs. In order to ensure that new staff onboarding to the Agency are aware of the requirements related to procurement and contracting as outlined in EDMM No. 352 – Third party contracting procedures and existing staff are kept up to speed on policies and procedures, MTC engaged the services of Contiem, Inc. to create eLearning training content for all MTC staff. These training materials are being developed in the form of eLearning courses, checklists, and quick reference guides which will be assigned to new staff at onboarding and accessible by all staff as a reference.

Contiem, Inc. was procured using Exception No. 2 to MTC’s EDMM No. 352 for Agency Sponsored Training and Professional Development. This exception is utilized for training and development, yet staff informally reviewed proposals from five vendors for these services. The other four vendors that were reviewed were FlareLearning, Hurix, Elm, and Illumina. Ultimately, staff selected Contiem, Inc. based on three main advantage points: firms understanding of required training needs in relation to MTC’s EDMM No. 352, experience of the Project Manager assigned to MTC, and the quality of the work samples provided to MTC.

Contiem, Inc. has completed the development of training materials for federally funded projects and is currently working on the creation of a general eLearning course for MTC’s EDMM 352. Under this proposed contract amendment Contiem, Inc. will develop training material that specifically details MTC’s procurement and contract process.

Contiem, Inc. is neither a small or disadvantaged business enterprise.

**Issues:**

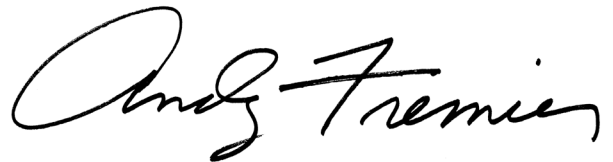
None identified.

**Recommendations:**

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with Contiem, Inc. in an amount not to exceed \$120,000 for a new not to exceed contract amount of \$305,000 for the work described above.

**Attachments:**

- Request for Committee Approval – Summary of Proposed Contract

A handwritten signature in black ink that reads "Andrew B. Fremier". The signature is written in a cursive style with a large, looping initial "A".

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Andrew B. Fremier

**Request for Committee Approval**

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**Summary of Proposed Contract**

Work Item No.: 1153

Consultant: Contiem, Inc.  
Annapolis, MD

Work Project Title: Procurement and Contracts Training Content

Purpose of Project: Develop, design, and create eLearning courses.

Brief Scope of Work: Design and create eLearning courses and Quick Reference Guides that outline the procurement and contracting process as described in MTC EDMM 352.  
This amendment: \$120,000.

Project Cost Not to Exceed: Current contract amount before this amendment: \$185,000.  
Maximum contract amount after this amendment: \$305,000

Funding Source: 1153 - General Fund  
\$120,000 is included in the FY 2023-24 MTC budget

Fiscal Impact: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Contiem, Inc. in an amount not to exceed \$120,000 for the creation and development of eLearning courses as described above and in the Administration Committee Summary Sheet dated April 9, 2024, and that the Chief Financial Officer is authorized to set aside funds, for such contract amendment, subject to future annual budget approvals.

Motion by Committee:

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Administration Committee: Gina Papan, Chair

Approved: April 10, 2024