



## Bid Waiver Form

<b>Short Description of Goods/Services</b>	Teamwork and Communication Skills Training
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<b>Date</b>	01/22/2020
<b>Department</b>	Highway & Transportation
<b>Name</b>	Pam Dunphy
<b>Email</b>	dunphy@countyofdane.com
<b>Phone</b>	608-266-4036
<b>Purchasing Agent</b>	Pete Patten

<b>Vendor Name</b>	M & K Lewis Associates
<b>Vendor MUNIS #</b>	28772
<b>Requisition #</b>	
<b>Requisition Year</b>	
<b>Total Cost</b>	\$ 42,000.00
<b>Vendor Quote Attached</b>	<input checked="" type="checkbox"/> Yes – Quote is required to be attached.

**Provide a detailed description of the goods/services intended to be purchased:**

Team development consulting and training to improve new employee retention rates, reduce employee grievances and increase overall employee satisfaction per attached proposal.

Training for employees includes actual team building topics that can be incorporated into the Highway Department workflows. Leadership training will also develop internal candidates for supervisory roles. Training will also be provided for new employees and employees who missed the 2019 training sessions.

Approximately 20 new employees and employees who missed prior classes would receive training. Trainers will work on new topics for team groups to develop further improvements that can be made at the department. Team leaders, crew leaders and supervisors will also receive additional training.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input type="checkbox"/>	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
<input checked="" type="checkbox"/>	Unique and specific technical qualifications are required
<input checked="" type="checkbox"/>	A special adaptation for a special purpose is required
<input type="checkbox"/>	A unique or opportune buying condition exists

**Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception chosen:**

The M & K Lewis training program follows the Kotter's Theory of Management which is specifically designed to expand work group systems such as the existing system that Highway has in place and is continuing to build into a more successful program.

This would be a continuation of the training that was done by M & K Lewis in 2018-2019. It will build upon the model and process that has already been adopted by the Highway Department.

M & K Lewis and the Highway Department has built a working relationship from the past trainings that includes learning the Dane County system, management, staff and the characteristics that we are looking to improve upon. It would take a different vendor a long time to learn and build the relationship that currently exists with M & K Lewis, therefore it would prove to be cost-effective and extremely beneficial to continue to use M & K Lewis for these trainings.

Having M & K Lewis provide these trainings sessions presents the opportunity for a consistent message and approach related to past trainings which is important for team building and communication.

## Bid Waiver Approval (Purchasing Use Only)

<b>Under \$36,000 Controller Approval</b>	<b>Date</b>
<b>\$36,000 or over Personnel &amp; Finance Committee Approval</b>	<b>Date</b>



## Lewis Associates, Inc.

Consulting | Training | Professional Development

*Knowledge Into Action*

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### Proposal for Culture Development Strategies

*Dane County Dept. of Public Works, Highway and Transportation Division*

#### Implementation Plan with Proposed Dates

##### *Culture Development Process*

We provide a *Culture Development Process* for a limited group of participants.

- Spring Training Innovation - April 7, 2020
- Initial Session 1 - May 20, 2020
- Action Plan Session 2 - July 22, 2020
- Stakeholder Session - TBD

##### *Supervisor and Crew Leader Training*

*Leader Training* is provided for Crew Leaders, Supervisors, Work Group Team Leaders and high potential employees.

- *Leader Training* Session 1 - March 18, 2020
- *Leader Training* Session 2 - May 19, 2020
- *Leader Training* Session 3 - July 21, 2020

##### *All Hands Training*

We provide the *Everyday Leadership* workshop session for new hires.

- *Everyday Leadership* - March 19, 2019

#### Investment Summary

Culture Development Process, Leader Training and All Hands Training - \$42,000

*Projects are not cancelable. They may be rescheduled within 12 months without penalty\*. All travel/lodging\*\* and miscellaneous expenses including shipping and handling charges are billed in addition to this investment.*

*\*No penalty charge if we need to reschedule based on weather conditions (SNOW).*

*\*\*Travel expenses not to exceed: hotel \$225/night, meals \$50/day, auto \$0.58/mile*