

Award of Contracts for On- Call Coaching and Leadership Development Services

**JPB Finance Committee
May 19, 2025**



Contracts Goal

To provide the JPB with a bench of qualified firms to support the JPB's ongoing need for highly skilled and experienced coaching and leadership development services to meet a variety of professional development, executive mentoring, team building, and organizational effectiveness needs on an as-needed basis.

Solicitation Process

- On July 17, 2024, the JPB, the San Mateo County Transit District, and the San Mateo County Transportation Authority issued joint Request for Proposals (RFP) 25-S-J-T-P-015 for the Services.
- The RFP was advertised on the Agencies' eProcurement website.
- In response to the RFP, the JPB received nine proposals.
- Staff determined all nine proposals were responsive to the requirements of the RFP.

Solicitation Process (cont.)

- A Selection Committee, composed of staff from the Agencies, reviewed, evaluated, scored, and ranked these proposals in accordance with the evaluation criteria set forth in the RFP. The highest ranked firms are as follows:
 - **Cooperative Personnel Services** of Sacramento, CA
 - **gothamCulture LLC** of New York, NY
 - **The Consulting Team LLC** of Mountain View, CA
- The Committee determined that the above three firms possess the requisite experience and qualifications required for successful performance of the services as defined in the solicitation documents.

Price Analysis

Staff conducted a price analysis and determined the negotiated prices from these firms to be fair, reasonable, and consistent with those charged for similar services in the Bay Area.

Budget Impact

There is no budget impact for FY26. While staff is requesting Board approval of the contract at this time, no funding for these services is included in the draft FY26 Operating Budget due to current funding constraints. Staff will continue to evaluate service needs and funding availability in future years before initiating any work under the contract.

Issuance of Work Directives

Staff will issue Work Directives on an as-needed basis, undergoing review and approval by Caltrain's Executive Director and Chief of Staff, or their designees. Award of these contracts will not obligate the JPB to purchase any specific level of service from any particular firm.

Proposed Motion

1. **Award a bench of contracts** to the following firms to provide **On-Call Coaching and Leadership Development Services** for an aggregate not-to-exceed amount of **\$350,000 for a five-year base term, with two additional one-year option terms** for an aggregate not-to-exceed amount of **\$140,000** to be shared amongst:
 - **Cooperative Personnel Services** of Sacramento, CA
 - **gothamCulture LLC** of New York, NY
 - **The Consulting Team LLC** of Mountain View, CA
2. **Authorize the Executive Director** or designee to **execute contracts** with each of the above firms in full conformity with the RFP and negotiated agreements, and in a form approved by legal counsel.
3. **Authorize the Executive Director** or designee to **exercise up to two one-year option terms with the three firms**, if in the best interest of the JPB.

Questions

FOR MORE INFORMATION

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