

DATE: SEPTEMBER 21, 2021

FROM: RISK MANAGEMENT

SUBJECT: RESOLUTION NO. _____ - FIRST AMENDMENT TO AGREEMENT NO. 21-9807 WITH NATEC INTERNATIONAL INC.

SUMMARY:

Staff requests the Board of Harbor Commissioners' (Board) approval of the First Amendment (Transmittal 2) to Harbor Department Agreement No. 21-9807 with NATEC International Inc. (NATEC), which provides as-needed supplementary health and safety training and services.

The Harbor Department's Agreement 21-9807 is a not-to-exceed three-year agreement approved by the Board at its June 3, 2021 meeting. The proposed First Amendment will revise Section 5, Compensation and Payment, to include rates for online courses, which were previously only available as in-person instruction. Payment of services incurred under this Agreement will continue to be the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside consultants to perform this work than City employees;
3. Approve the proposed First Amendment (Transmittal 2) to Harbor Department Agreement 21-9807 between the Harbor Department and NATEC International Inc.
4. Authorize the Executive Director to execute and the Board Secretary to attest to the First Amendment to Agreement No. 21-9807; and,
5. Adopt Resolution No. _____

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SUBJECT **FIRST AMENDMENT TO AGREEMENT NO. 21-9807 WITH NATEC INTERNATIONAL INC.**

DISCUSSION:

The Risk Management Division provides health and safety training and services to over 1,000 employees at the Harbor Department with assistance from professional occupational health and safety consultants. NATEC International Inc. is one of three health and safety consultants providing occupational health and safety training and services to the Harbor Department under Agreement 21-9807.

Agreement 21-9807 commenced on July 6, 2021 for a not-to-exceed three-year term with a maximum compensation not to exceed \$360,000. Since being awarded Agreement 21-9807, NATEC has expanded their online training course inventory. Existing courses previously only available to the Harbor Department for in-person instruction are now available online. The Harbor Department would like to take advantage of these online courses and rates in order to provide Harbor Department employees essential training through a virtual platform accessible to employees as they continue to telecommute due to the COVID-19 pandemic.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of a First Amendment to Agreement No. 21-9807 with NATEC to include rates for online health and safety training courses, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed First Amendment to Agreement 21-9807 will allow the Harbor Department to take advantage of online occupational health and safety training courses which were previously only available as in-person instruction. There is no request for increased compensation from the original agreement amount of \$360,000, previously approved by the Board. Funds in the amount of \$120,000 are available in the current FY 2021-2022 Operating Budget under Account 54290 (Misc. Professional Svc.), Cost Center 0550, Program 000 for as-needed health and safety training and services. Funding in future fiscal years will be requested through the annual budget adoption process upon Board approval.

CITY ATTORNEY:

The Office of the City Attorney has prepared and approved the First Amendment as to form and legality.

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SUBJECT FIRST AMENDMENT TO AGREEMENT NO. 21-9807 WITH NATEC INTERNATIONAL INC.

TRANSMITTALS:

1. Agreement No. 21-9807
2. First Amendment to Agreement No. 21-9807

FIS Approval: MB

CA Approval: SO

Jennifer M.  Digitally signed by
Jennifer M. Bersales
Date: 2021.09.29
15:31:11 -07'00'
BERSALES
JENNIFER BERSALES
Director of Risk Management


MARLA BLEAVINS
Deputy Executive Director

APPROVED:

 For

EUGENE D. SEROKA
Executive Director

JB:JM:CT:cm
Author: C. Makaena