



State of California
Employment Training Panel

Training Proposal for:
Don Todd Associates, Inc.
Agreement Type: Small Business
Agreement Number: ET09-0214

Panel Meeting of: July 25, 2008

ETP Regional Office: San Francisco Bay Area

Analyst: A. Nastari

CONTRACTOR:

- Type of Industry: Services:
Priority Industry: [X] Yes [ ] No
Contractor's # of Full-Time Employees:
> California: 28
> Worldwide: 42
> Number to be trained: 20
Turnover Rate: 5%
Repeat Contractor: [ ] Yes [X] No

CONTRACT:

- Training Project Profile: Priority/Retrainee
ETP Funding Amount: \$23,400
In Kind Contribution: \$56,476
Average Cost per Trainee: \$1,170
Post Retention Wage Range: \$14.02 to \$61.40 for all Job Numbers
Health Benefits: N/A
Occupations to be Trained: Administrative Staff; Estimators; Managers; Owners; Project Engineers
Training Menu: [X] Computer [ ] Management
[ ] Commercial [X] Business
[ ] Cont. Improvement [ ] Other:
Range of Hours: 8-60 Weighted Avg: 45
Multiple Job Numbers: [ ] Yes [X] No

- County(ies) Served: Alameda
- Union Representation:  Yes:  No
- Subcontractors: Consortium Management Company, Inc., Walnut Creek, for training in Continuous Improvement skills; costs to be determined.
- Third Party Services: None

## **INTRODUCTION**

Don Todd Associates, Inc. (DTA), located in Oakland, is a small business construction management firm offering a wide range of services in program, construction, and project management. DTA's services expand to the building, transportation, and water-wastewater industries. DTA meets the Panel's eligibility for funding as a company whose designated NAICS classification for engineering services meets out-of-state competition in a priority industry, as outlined under Title 22, California Code of Regulations, 4416(i)(2.)

Company representatives report that the construction industry is using more sophisticated software systems for designing, constructing, and estimating the cost of projects. DTA's customers are requiring that the company provide timely information on cost analysis, record keeping, project scheduling and management. In order to remain competitive DTA is implementing a company-wide software system that will integrate documentation and administration of project; project scheduling, planning, and tracking; and project claims analysis. The implementation of the system also requires that staff upgrade their project management skills in order to provide timely and accurate information to DTA's customers.

This proposal addresses DTA's need to train its staff on the effective use of the new computer software systems coupled with business skills to meet the company's business plans. This training plan builds upon DTA staff's existing skills, allowing a higher degree of efficiency.

## **RECOMMENDATION**

For the reasons set forth above, staff recommends approval of this proposal.