



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Aram Kouyoumdjian

**SUBJECT:** See Below

**DATE:** December 1, 2025

Approved

Date:

12/11/25

**COUNCIL DISTRICT:** Citywide

**SUBJECT: Report on Request for Proposals and Agreement with NATEC International, Inc. for the City's Safety Training Services**

## **RECOMMENDATION**

Accept the report on Request for Proposal and adopt a resolution authorizing the City Manager or her designee to negotiate and execute an Agreement with NATEC International, Inc. to provide safety training services to City employees with an initial term beginning on the contract execution date through June 30, 2030, with two one-year options to extend through June 30, 2032, with a total compensation not-to-exceed amount of \$3,185,000.

## **SUMMARY AND OUTCOME**

Authorizing the City Manager, or her designee, to negotiate and execute an agreement with NATEC International, Inc. (NATEC) will enable City of San José (City) departments to utilize the consultant to conduct site-specific, regulatory-required occupational safety training. This approach will ensure that regulatory requirements are satisfied, employees receive high-quality training, and training is delivered in a manner that limits the operational impact on departments.

## **BACKGROUND**

The City is required to provide a wide range of safety trainings for City staff due to the diverse functions of City departments. Historically, the City has partnered with multiple vendors to ensure access to all necessary courses. Such specialized trainings include electrical safety, hazardous materials operations, aerial lift and heavy equipment operations, permit-required confined space entry, and fall protection. Departments with large employee groups who require these types of trainings include Environmental

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Services, Parks, Recreation, and Neighborhood Services, Public Works, Transportation, as well as the Airport. With the current contracts expiring, a Request for Proposals was issued in August 2025, posted in September 2025, and a Notice of Intended Award posted in November 2025.

NATEC received the highest score in the Request for Proposals process. NATEC is a specialized safety training provider with subject matter expertise in the delivery of a wide range of regulatory-required courses. Its training meets all applicable regulatory standards, incorporates industry best practices, and can be scheduled to accommodate employees working varied or shift-based schedules.

## **ANALYSIS**

A Request for Proposals for safety training services was released on September 26, 2025, with a due date of October 27, 2025. Pursuant to the Request for Proposals, the intent was for a four-and-a-half-year agreement with two additional one-year options to extend the agreement. There were four proposals submitted and evaluated from the following vendors.

- A1 CRANE ACADEMY LLC
- California Safety Training
- NATEC
- Safety Compliance Management

Proposals were evaluated by a panel of City employees with subject matter expertise related to departmental safety training programs. Proposals were rated on the following weighted criteria: proposal responsiveness (Pass/Fail), experience and qualifications of proposer (40%), customer satisfaction/firm reputation (15%), cost proposal (15%), oral interview/site visit (20%), local business enterprise (5%), and small business enterprise (5%).

In rating bidders related to experience, qualifications, and customer satisfaction, the panel considered such factors as: the bidder's ability to provide services to meet the City's unique specifications (e.g., onsite, by webinar, scheduled to accommodate shift work) and bidder's expertise in delivering safety training required by various regulatory guidance organizations, including, but not limited to, the Federal Occupational Safety and Health Administration, the California Occupational Safety and Health Administration, the Environmental Protection Agency, the California Environmental Protection Agency, the National Fire Prevention Association, and the Federal Aviation Administration.

After a thorough review of all aspects of each submission, NATEC received the highest overall weighted score of 87. Along with a robust organizational infrastructure and the

ability to tailor training programs to meet the City's specific needs, NATEC demonstrated a unique capacity to deliver high-quality safety training for large agencies, including the Santa Clara Valley Transportation Authority, the Santa Clara Valley Water District, the San Francisco Department of Public Works, and the Department of Water and Power for the City of Los Angeles. This capability was evidenced by NATEC's client roster and references, which included major high-volume agencies throughout California and across the country.

Accordingly, staff recommends that the City Council authorize the City Manager, or her designee, to negotiate and execute an agreement with NATEC for the provision of comprehensive occupational safety training services for the City.

### **EVALUATION AND FOLLOW-UP**

No additional follow-up actions with the City Council are expected.

### **COST SUMMARY/IMPLICATIONS**

The recommended agreement for NATEC will approve an initial four-and-a-half-year term with two option year extensions, with the following total compensation not-to-exceed (NTE) amounts.

<b>Fiscal Year</b>	<b>Total Compensation NTE Amount</b>
7/1/2025 - 6/30/2030 (Initial term)	\$2,205,000
7/1/2030 – 6/30/2031 (option year 1)	\$490,000
7/1/2031 – 6/30/2032 (option year 2)	\$490,000
<b>Total 6.5-year NTE amount:</b>	<b>\$3,185,000</b>

### **BUDGET REFERENCE**

The following table identifies the fund and appropriations to fund the contract recommended as part of this memorandum.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2025-2026 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0482	Human Resources Non-Personal/ Equipment	\$6,670,559	\$245,000*	623	6/17/2025 31230

*\* The contract amount shown represents the total estimated prorated cost for 2025-2026, a portion of which (\$140,000) will be supported by existing Non-Personal/Equipment funds appropriated to the Human Resources Department for centrally coordinated safety training. Additional vendor utilization will be supported by requesting departments from existing appropriations for 2025-2026, with future budget action brought forward based on usage.*

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the January 13, 2026 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

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**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.



Aram Kouyoumdjian  
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City Manager's Office Director of Employee Relations

For questions, please contact Joseph Gregory, Workers' Compensation, Health and Safety Division Manager, Human Resources, [Joseph.Gregory@sanjoseca.gov](mailto:Joseph.Gregory@sanjoseca.gov) or (408) 975-1418.