



Cover Memorandum/Staff Report

File #: 23-1149

Agenda Date: 9/18/2023

Item #: 6.G.

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: Terence R. Moore, ICMA-CM
DATE: September 18, 2023

APPROVE RESOLUTION NO.128-23 TO AWARD AN AGREEMENT WITH TARGET SOLUTIONS, LLC FOR LEARNING MANAGEMENT SYSTEM IN A TOTAL NOT TO EXCEED AMOUNT OF \$217,575 FOR A FIVE YEAR PERIOD.

Recommended Action:

Motion to approve Resolution No. 128-23 to award an agreement to Target Solutions, LLC in a total not to exceed amount of \$217,575 for a five year period.

Background:

In 2017, the City of Delray Beach (City) entered into a one-year contract agreement with Target Solutions to provide the City with an online Learning Management System. Since the Fire-Rescue Department had used this system successfully for many years, Human Resources expanded the contract to provide online training access to all City employees.

In 2018, City staff was able to negotiate an annual fee to \$39,600 by committing to a three-year contract with a two-year renewal option. That contract must now be renewed since it expires on September 30, 2023.

Target Solutions contains a library of approximately three hundred (300) courses (covering a wide range of topics) that can be taken online, certified, tracked, and reported on. The system has reduced the cost of having to hire outside contractors to train City employees. Depending upon the course, these outside contractors may charge anywhere from \$2,000 to \$10,000 a class.

Some of the other benefits of Target Solutions include:

- It allows departments to create and upload their own training material and tests.
- City employees can access the training material even after they have completed the course.
- Human Resources can upload new policies and procedures, distribute to all employees, and track receipt acknowledgements for future reference.
- The Self-Assign option gives our employees access to courses that they would like to take for their own career development.
- It allows departments to utilize the events calendars, schedule assignment due dates, and have employees sign up for face to face trainings, events, or workshops that may be hosted in

-house or off-site.

- Since Target Solutions is cloud based, the training classes can be accessed using any mobile device.
- It offers a platform to host refresher training courses and required training courses that are division or department specific.

Overall Target Solutions is a highly recognized Learning Management System among government entities, its functionality has proven very beneficial to City Staff thus far, and its application is considered best practice. Based upon the quality and functionality of the software, the potential it offers for employee development, and best practice, City staff recommends approval of the contract.

Attachments:

1. Legal Review Checklist
2. Resolution
3. Agreement
4. Memo Approval

Financial Impact:

Term		
Initial Term - Year 1	October 1, 2023 - September 30, 2024	\$43,515
Initial Term - Year 2	October 1, 2024 - September 30, 2025	\$43,515
Initial Term - Year 3	October 1, 2025 - September 30, 2026	\$43,515
Initial Term - Year 4	October 1, 2026 - September 30, 2027	\$43,515
Initial Term - Year 5	October 1, 2027 - September 30, 2028	\$43,515
	Total	\$212,575

City Attorney Review:

Approved as to form an legal sufficiency.

Funding Source/Financial Impact:

The funding source for the Learning Management Software is 001-17-000-513.54-11 Books Pubs Subs & Memberships Subscriptions. The fiscal impact will be \$43,515 per year. This amount has been submitted for approval in the FY 2023-2024 budget proposal. Because the total fiscal impact will be \$217,575 over the life of the contract, City Staff is requesting Commission approval.

Timing of Request:

This request is highly time sensitive. The contract expires on September 30, 2023.