



Legislation Text

File #: 18-679, **Version:** 1

TO: Mayor and Commissioners
FROM: Sharon Liebowitz, Director of Human Resources
THROUGH: Mark R. Lauzier, City Manager
DATE: November 6, 2018

APPROVE RESOLUTION NO. 132-18 TO AWARD AN AGREEMENT WITH TARGETSOLUTIONS, LLC FOR LEARNING MANAGEMENT SYSTEM IN A TOTAL NOT TO EXCEED AMOUNT OF \$198,000 FOR A FIVE YEAR PERIOD

Recommended Action:

Motion to approve Resolution No. 132-18 to award an agreement to TargetSolutions, LLC in a total not to exceed amount of \$198,000 for a five year period.

Background:

In August 27, 2017, the City of Delray Beach (City) entered into a one-year contract with TargetSolutions, LLC to provide the City with a Learning Management System. Although the Fire Department had used this system for many years, the City expanded the contract to allow access to all City employees last year.

TargetSolutions, LLC contains a library of approximately three hundred (300) courses (covering a wide range of topics) that can be taken on line, 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 TargetSolutions, LLC 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 acknowledgement 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 TargetSolutions, LLC 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 TargetSolutions, LLC 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.

Cost Analysis:

The City's fiscal year contract for 2017-2018 was at an annual rate of \$45,000. City Staff was able to negotiate an annual fee to \$39,600 if the City is willing to commit to a three-year contract with a two-year renewal option. It would be an overall savings of \$27,000 over the course of five years.

City Attorney Review:

Approved as to form and 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 \$39,600 per year. This amount was already approved by the Commission in the 2019 budget. However, because the total fiscal impact will be \$198,000 over the life of the contract, City Staff is requesting Commission approval.

Attachments

Renewal Contract
Resolution

Recommended Action:

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.

Timing of Request:

Yes, the current contract expired at the end of September. The funds for the renewal contract was approved for the 2018-2019 fiscal year, but due to the total amount of the contract, Commission approval is necessary.