



Office of the City Manager

CONSENT CALENDAR
February 9, 2016

To: Honorable Mayor and Members of the City Council
From: *DWR* Dee Williams-Ridley, Interim City Manager
Submitted by: Savita Chaudhary, Director, Department of Information Technology
Subject: Contract No. 5224D Amendment: Application Associates for Computer Training

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 5224D with Application Associates for Citywide Computer Training, increasing the amount by \$30,000 for a total not to exceed \$300,000, from April 1, 2001 to June 30, 2016.

FISCAL IMPACTS OF RECOMMENDATION

Funding is allocated in the Citywide Training Fund:

\$30,000 Budget Code: 488-2701-410-3038 (Training Program Fund)

The contract has been entered into the City’s contract database and assigned CMS No: JRR6T.

CURRENT SITUATION AND ITS EFFECTS

The Technology Training Program supports all staff as the City continues to implement updated hardware and software for more efficient and effective community services. Through this program, employees receive training in areas such as Advanced Excel Analytics, Open Data, Workflow Analysis for Automation, Voice Over Internet Protocol (VoIP) hardware and call accounting software, Windows operating systems, Microsoft Office, and Community Relationship Management (CRM) workflow and reporting.

Application Associates has worked closely with City staff to provide approximately 30 customized trainings per year, on average, as part of the Technology Training Program. As a result, employees learn through examples that are directly relevant to City of Berkeley programs, rather than using “off the shelf” materials offered by many vendors. In FY 2016, the Technology Training Fund will help support the cost of several training initiatives, including onsite training by Application Associates for newly upgraded versions of Microsoft Windows, Outlook, Word, Excel, PowerPoint, and SQL Reporting.

BACKGROUND

In March 2001, City Council approved a contract with Application Associates for Citywide computer training. In June 2009, City Council approved an amendment with Application Associates to continue Citywide computer training.

Application Associates offers approximately 30 customized trainings per year, averaging approximately 10 enrolled staff members per class. Since 2001, Application Associates has offered over 500 classes (over 60 unique class types), training over 3,500 City staff. In addition, Application Associates has worked cooperatively with the City to provide extremely favorable price discounts that have helped ensure the continuation of the Citywide Technology Training Program.

RATIONALE FOR RECOMMENDATION

Application Associates is a local small business that has consistently provided customized training at significantly discounted prices. Employee surveys indicate that 98% rate the trainings “good” or “excellent”.

ALTERNATIVE ACTIONS CONSIDERED

The Department of Information Technology (DoIT) considered issuing a new Request for Proposals (RFP) for Citywide Technology Training. However, the expertise and familiarity Application Associates has with regard to the City’s network, security protocols, internal controls, staff, and training needs would be costly and time consuming to replace, and diminish the cost-effectiveness and efficiency of the Citywide Technology Training Program.

ENVIRONMENTAL SUSTAINABILITY

Application Associates provides Citywide computer training at City facilities, reducing the amount of vehicle-based travel required to attend a computer training class offsite.

CONTACT PERSON

Savita Chaudhary, Director, Department of Information Technology, 981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 5224D AMENDMENT: APPLICATION ASSOCIATES FOR CITYWIDE
COMPUTER TRAINING

WHEREAS, the Citywide Technology Training Program has become an important resource for all City departments as employees adopt increasingly sophisticated technical tools to support their work; and

WHEREAS, Application Associates has proven to be an excellent provider of computer training for City staff, able to effectively customize course materials and provide significant pricing discounts; and

WHEREAS, funds have been allocated for Fiscal Year 2016 in budget code 488-2701-410-3038.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend the Contract No. 5224D with Application Associates, increasing the amount by \$30,000 to provide Citywide computer training for a total contract amount not to exceed \$300,000 for the period April 1, 2001 to June 30, 2016 (CMS No. JRR6T). A record signature copy of said contract to be on file in the Office of the City Clerk.

