



Office of the City Manager

ACTION CALENDAR

January 24, 2017

(Continued from December 13, 2016)

To: Honorable Mayor and Members of the City Council

From:  Dee Williams-Ridley, City Manager

Submitted by: Sarah Reynoso, Director of Human Resources

Subject: Contract No. 10088 Amendment: Executive Diversity Services, Inc. for Professional Consulting Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 10088 with Executive Diversity Services, Inc. to provide diversity and inclusion training services to City employees by increasing the expenditure authorization by \$285,000 for a total not to exceed \$483,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract amendment will be paid for from the Employee Training Fund and has been appropriated as part of the First Amendment to the FY 2017 Annual Appropriation Ordinance. The contract amendment has been entered into the City's Contract Management System and assigned CMS No: NJ5XI.

Original Contract Amount	\$48,000
Prior Amendments	\$150,000
Proposed increase (this amendment)	\$285,000
Total New Contract Amount	\$483,000
Budget Codes 488-3802-410-30-38	

CURRENT SITUATION AND ITS EFFECTS

In 2015, as part of the City's action plan to address concerns raised in the Mason Tillman report, the City developed a diversity and inclusion training module and committed to provide the training to all employees. The City of Berkeley has approximately 1270 staff who need to be trained in the baseline Diversity and Inclusion material. The baseline training is a 4 hour session, with a maximum of 25 employees attending. To control costs the trainings are offered twice on the same day - morning and afternoon sessions. The cost to the City for two half-day sessions is approximately

\$7,000. To date, 466 staff have been trained in the baseline material with an anticipated additional 200 staff scheduled to be trained over 8 scheduled sessions remaining in calendar year 2016 at an anticipated cost of \$30,000. By end of fiscal year 2016, approximately 667 staff will have completed the training, leaving approximately 603 staff to be trained. Additionally, several departments have requested specialized Diversity & Inclusion coaching at a department wide level and this additional work with cost \$30,000.

At present, there is only \$ 77,657 remaining on the contract. The work to be completed by December 31, 2016 will cost a total of \$60,000 and there will be a contract balance of approximately \$17,000. The anticipated cost to train the remaining 734 staff is estimated at \$105,000 through December 18. This does not include additional training needed for new hires.

Additionally, the City will launch a separate supervisory and managerial diversity and inclusion training component followed by a Diversity & Inclusion survey to assess training effectiveness. Successful diversity initiatives have several characteristics: they begin with demonstrated commitment at the very top of the organization, they involve employees from all levels of the organization, and they are structured as long-term strategic initiatives with capacity to integrate feedback for evaluation of training effectiveness and quality management. In order to integrate these practice components, an additional estimated cost of \$180,000 is needed. For a total contract amendment of \$285,000

BACKGROUND

In July 2014, the Human Resources (HR) Department adopted an action plan to address concerns raised in the Mason Tillman Top Line Report. The action plan included the development and implementation of a mandatory diversity-training program for all city employees. On October 1, 2014, the City issued a Request for Proposal (RFP) for organizations to provide diversity and inclusion training. The City received 14 proposals in response and on September 10th, 2015, the City Manager approved the selection of Executive Diversity Services, Inc. to provide the mandatory all staff diversity training. Human Resources staff worked with the Unions, Personnel Board and community partners to select & develop the curriculum for this training. The training was initially launched as a pilot in December 2015. In February 2016, the training was added to the City's 3 C's mandatory training.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Diversity is a core value of the City and this training responds to a need to provide all employees with the tools to communicate and work in a diverse environment.

ALTERNATIVE ACTIONS CONSIDERED

The City could increase the class size and reduce the number of training sessions. It could also reduce costs by utilizing only one trainer per session. Staff does not recommend such action since it would result in reduced training effectiveness and course integrity.

CONTACT PERSON

Wilhelmina Parker-Bentum, Training Officer, HR/Training & Organizational
Development, (510) 981-6823

Attachments:

1: Resolution

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

CONTRACT NO. 10088 AMENDMENT: EXECUTIVE DIVERSITY SERVICES, INC.
FOR PROFESSIONAL CONSULTING SERVICES

WHEREAS, the City has developed and implemented mandatory diversity and inclusion training for all employees as part of the City's 3 C's training curriculum; and

WHEREAS, on September 18, 2015 the City entered into a contract with Executive Diversity Services, Inc., in an amount not to exceed \$ 48,000 to provide diversity and inclusion training; and

WHEREAS, on April 26, 2016, Council authorized an amendment to the contract of \$150,000, for an amount not to exceed \$198,000; and

WHEREAS, additional funds are needed to provide the baseline diversity and inclusion training to all city employees and to launch a separate supervisory and managerial diversity and inclusion training component followed by a Diversity & Inclusion survey to assess training effectiveness; and

WHEREAS, Executive Diversity Services, Inc., was selected through a competitive bidding process, Request for Proposal (Specification No. 15-10895) and determined to be the best qualified; and

WHEREAS, funding for this amendment will be made available in the current year budget in budget code 488-3802-410-30.38; CMS No: NJ5XI.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 10088 with Executive Diversity Services, Inc. for outside Professional Consulting Services to increase the contract by \$285,000 for a total not to exceed \$483,000. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.