



Office of the City Manager

CONSENT CALENDAR
March 28, 2017

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

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 5224E with Application Associates for Citywide Computer Training, increasing the amount by \$90,000 for a total not to exceed \$360,000, from April 1, 2001 to June 30, 2019.

FISCAL IMPACTS OF RECOMMENDATION

This amendment will add \$90,000 to the City's existing contract. Funding is allocated in the Citywide Technology Training Fund:

\$30,000	Professional Services, Training Budget Code: 488-2701-410-3038 (Training Fund, Information Technology, Professional Services)
\$30,000	Total FY 2017 Professional Services
\$30,000	Professional Services, Training Budget Code: 488-2701-410-3038 (Training Fund, Information Technology, Professional Services)
\$30,000	Total FY 2018 Professional Services
\$30,000	Professional Services, Training Budget Code: 488-2701-410-3038 (Training Fund, Information Technology, Professional Services)
\$30,000	Total FY 2019 Professional Services

The contract has been entered into the City's contract database and assigned CMS No: X27A6.

CURRENT SITUATION AND ITS EFFECTS

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. As technology changes, we rely on this program to train City staff in the new software tools available to them. For example, the City has recently offered telephone handset training for the new VoIP phone system, Windows 7 operating system training, and beginner, intermediate, and advanced Microsoft Office training (including Word, Excel, and Outlook).

In FY 2017, the Department of Information Technology (DoIT) will replace their Help Desk's service ticketing software, and plan offer classes to assist City staff with this transition in addition to the existing courses that are available.

BACKGROUND

In March 2001, City Council approved a contract with Application Associates for Citywide computer training. Application Associates worked in conjunction with DoIT staff to customize routine and advanced trainings as part of the Citywide Technology Training Program. As a result, students are presented with customized course materials that are relevant to the City's networking environment and the type of work City staff encounter in their jobs, rather than the "off the shelf" materials offered by many vendors.

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.

In June 2009, City Council approved an amendment with Application Associates to continue Citywide computer training.

In February 2016, City Council approved an amendment with Application Associates to continue Citywide computer training.

RATIONALE FOR RECOMMENDATION

Application Associates is a local small business who has consistently provided quality computer training at favorable prices, and has worked with DoIT staff to develop customized course materials specific to the City's networking environment, rather than "off the shelf".

Also, the first-hand familiarity and expertise Application Associates has with regard to the City's network, security protocols, internal controls, and staff training methods would be costly and time consuming to replace, and potentially diminish the effectiveness and efficiency of the Citywide Technology Training Program.

ALTERNATIVE ACTIONS CONSIDERED

The Department of Information Technology (DoIT) considered issuing a new bid for standardized desktop training. However, after contacting other municipalities and vendors, staff determined that it is unlikely that another vendor would match the extremely favorable pricing currently extended to the City by Application Associates.

ENVIRONMENTAL SUSTAINABILTY

Application Associates provides Citywide computer training at City facilities, significantly 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. 5224E 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, on March 20, 2001, Application Associates was selected to provide computer training for all City departments; and

WHEREAS, on June 23, 2009, the original contract was amended under CMS No AAMUQ; and

WHEREAS, on February 2, 2016, the original contract was amended again under CMS No JRR6T; 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 Years 2017 through 2019 in budget code 488-2701-410-3038.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Council authorizes the City Manager to amend Contract No. 5224E with Application Associates, increasing the amount by \$90,000 to provide Citywide computer training for a total contract amount not to exceed \$360,000 for the period April 1, 2001 to June 30, 2019 (CMS No. X27A6).