To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Department of Information Technology

Subject: Contract No. 5224F Amendment: Application Associates for Citywide Computer Training

RECOMMENDATION
Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 5224F to provide Citywide Computer Training, including foundational computer skills for erma (enterprise resource management application), increasing the amount by $20,000 for a total not to exceed $380,000 from April 1, 2001 to June 30, 2019.

FISCAL IMPACTS OF RECOMMENDATION
Funding for the additional scope of work in the amount of $20,000 is available in the Department of Information Technology’s Fiscal Year 2018 and 2019 ERP Replacement fund as follows:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Professional Services</th>
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<tbody>
<tr>
<td>FY 2018</td>
<td>$10,000 Budget Code: 609-2702-410-3038 (ERP Replacement, Enterprise Applications, Professional Services)</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$10,000 Budget Code: 609-2702-410-3038 (ERP Replacement, Enterprise Applications, Professional Services)</td>
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$20,000 Total FY 2018 and 2019 Professional Services

Spending for this amendment in future fiscal years is subject to Council approval of the proposed City-wide budget and subsequent Annual Appropriation Ordinances. The Contract Management System (CMS) number for this amendment is CMS No. EABXF.

CURRENT SITUATION AND ITS EFFECTS
The City of Berkeley (City) is replacing its enterprise software system’s core functions of Finance, Human Resources and Payroll with Tyler Munis (known as erma). Employees will be able to interact with erma by entering his or her own timecard directly into the system. Some employees have not used computers or technology during their
employment with the City. To help this transition to electronic time entry, some City staff will require basic computer training.

The City released a Request for Proposal (RFP) 18-11168-C for foundational computer skills training on September 25, 2017 and received five (5) responses. After careful evaluation of the responses, the selection committee chose Application Associates. Application Associates is currently providing technical training to the City. Adding erma-focused training to the existing coursework will help all staff to feel comfortable using modern tools and refresh and strengthen existing skill sets. This new training will be tailored to the specific skills needed for staff to excel when learning and using erma.

BACKGROUND
Since 1991, the City has used SunGard Public Sector (formerly HTE) software for financials, budgeting, payroll, community development, work order and asset management, refuse billing, and land management functions. Being a quarter century old, HTE does not provide many functions common to modern software. This results in many processes being done manually and on paper. Some routine tasks common to all staff, such as recording time worked and requesting time off are done on paper. In order to facilitate use of erma, the effort will assist in assuring staff have the skills to utilize the new system.

ENVIRONMENTAL SUSTAINABILITY
Becoming comfortable with modern technical tools will increase adoption of erma and decrease reliance on paper-based processes. Additionally, since the training will be provided on-site at City facilities, this will reduce vehicles miles traveled by City staff (in comparison to training provided off-site).

RATIONALE FOR RECOMMENDATION
After a careful review and ranking of submitted proposals, staff came to a consensus and recommended Application Associates to provide training services to support the adoption of erma. Application Associates has a long history of providing technical training for the City. The Application Associates proposal showed understanding of the learning needs and styles of staff in different roles and locations in the City. Further, the proposal indicated a strong expertise in adult education.

ALTERNATIVE ACTIONS CONSIDERED
Application Associates was the highest ranked vendor in a competitive bid solicitation.

CONTACT PERSON
Melissa McDonough, Senior Management Analyst, City Manager’s Office, 510-981-7402

Attachments:
1: Resolution
RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 5224F AMENDMENT: APPLICATION ASSOCIATES FOR FOUNDATIONAL COMPUTER SKILLS TRAINING

WHEREAS, on September 25, 2017 the City released a RFP for Foundational Computer Skills Training; and

WHEREAS, on October 3, 2017 the City received five responses to RFP 18-11168-C; and

WHEREAS, the City of Berkeley is replacing its enterprise software system’s core functions of Finance, Human Resources and Payroll with Tyler Munis (known as erma) and employees will be able to interact with erma by entering his or her own timecard directly into the system instead of on paper; and

WHEREAS, the selection committee read all proposals and ranked Application Associates the highest scoring proposal and best fit to provide technical training tailored to prepare staff for using a new software system; and

WHEREAS, funding for this amendment in the amount of $20,000 is available in the Department of Information Technology’s Fiscal Year 2018 and 2019 ERP Replacement fund, and spending for this amendment in future fiscal years is subject to Council approval of the proposed City-wide budget and subsequent Annual Appropriation Ordinances, and the contract has been entered into the Citywide contract database and assigned CMS No. EABXF.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Application Associates for technical training services, for a total contract amount not to exceed $380,000 for a contract term through June 30, 2019. A record signature copy will be on file in the Office of the City Clerk.