

# City of Sacramento

## Legislation Text

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**File #:** 2019-00058, **Version:** 1

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**Title:**

**Contract: Learning Management System License**

File ID: 2019-00058

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager or the City Manager's designee to execute a five-year professional service license agreement with SumTotal Systems, LLC to use the system in an amount of \$105,000 per year for a total not to exceed amount of \$525,000 for a hosted online learning management system.

**Contact:** Katherine Robbins, Support Services Manager, (916) 808-1562; Edward Russell, Loss Prevention Manager, (916) 808-2276

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-License Agreement

**Description/Analysis**

**Issue Detail:** The City currently utilizes a learning management system (LMS) to deliver training required by State and Federal regulations, enhance employee development and provide an electronic platform for dissemination of City policies. That contract will expire in June of 2019. Request for Proposals (RFP) P18081031001 was issued on January 22, 2018 for learning management services. SumTotal Systems, LLC (SumTotal) was selected to provide learning management services through its online hosted system to the City. SumTotal owns and operates a hosted online learning management system called SumTotal Talent Expansion Suite. Use of this technology will control training costs and provide an interface with eCAPS human resources module for monitoring employee training. Electronic delivery of training and verification of policy review are

essential for effective loss prevention and employee development and management.

**Policy Considerations:** The Sacramento City Code requires City Council authorization for agreements for professional services that are \$100,000 or more. (Sacramento City Code section 3.64.020) AP- 4102 includes services from Information Technology providers in the definition of “professional services.” The attached agreement includes software licensing services from an information technology provider.

**Economic Impacts:** None.

**Environmental Considerations:** This action concerns administrative activities that will not have a significant effect on the environment and is exempted from California Environmental Quality Act (“CEQA”) review. (CEQA Guidelines sections 15061(b)(3) and 15378(b)(2).)

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** Staff from six City departments reviewed ten proposals submitted through RFP P18081031001. SumTotal Systems, LLC was selected to provide LMS services to 4,600 City staff. Target Solutions was selected to continue to provide services to the Fire Department, as they have the most comprehensive catalog of California compliant regulatory training classes, and industry specific continuing education credits for public safety personnel.

Costs associated with the license agreement will vary annually depending upon the number of employees and the number of employees assigned industry specific training. Historical data migration, integration with eCAPS, and SSO set up are included in the implementation costs. Maintenance, technical support/customer service, and technical/user documentation are included in the base licensing fee.

**Financial Considerations:** Cost for the professional services agreement will not exceed \$55,000 for a one-time project implementation, customizations, required content, and access to the platform and general course catalog, as well as content authoring software and departmental costs for use of industry specific training. Costs for the five-year licensing agreement will not exceed \$105,000 per year which provides adequate capacity for full use of industry specific training if desired and potential growth of the City’s workforce. At the end of each year Human Resources will charge departments back for the number of users over the previous fiscal year.

**Local Business Enterprise (LBE):** SumTotal is not an LBE. The LBE participation was waived for this procurement process as most qualified firms are located outside the local area including San Francisco, Southern California, or outside of California.