

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 8/11/2015	(3) CONTACT/PHONE Tami Douglas-Schatz, Human Resource Director 781-5959	
(4) SUBJECT Request to approve a three-year contract with Software Solutions Team in the amount not to exceed \$60,000 for each year for software training. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and direct the Chair to sign a three-year contract with Software Solutions Team effective August 11, 2015 in the amount not to exceed \$60,000 for each year, for employee software training.			
(6) FUNDING SOURCE(S) Organizational Development – FC 275	(7) CURRENT YEAR FINANCIAL IMPACT \$60,000.00	(8) ANNUAL FINANCIAL IMPACT \$60,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW  Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Tami Douglas-Schatz, Human Resources Director  
781-5959

DATE: 8/11/2015

SUBJECT: Request to approve a three-year contract with Software Solutions Team in the amount not to exceed \$60,000 for each year for software training. All Districts.

## **RECOMMENDATION**

It is recommended that the Board approve and direct the Chair to sign a three-year contract with Software Solutions Team effective August 11, 2015 in the amount not to exceed \$60,000 for each year, for employee software training.

## **DISCUSSION**

### **Background**

The County is committed to providing training to its employees that promotes public service excellence in alignment with the County's Organizational Values of Integrity, Collaboration, Professionalism, Accountability and Responsiveness. In support of this initiative, the Learning and Development Center has been providing software trainings through Software Solutions Team to help educate staff on the current Microsoft Office suite used by the County. Software Solutions team has been administering software trainings to the County since 1999 paid under a purchase order. With the growing need for software training, the Learning and Development Center issued a Request for Proposal (RFP) in May 2015 to evaluate potential vendors. As a result of that competitive process, the Software Solutions Team was recommended by the project selection committee and approved by the Learning and Development Center. Contract negotiations have been completed. The Software Solutions Team offers an innovative and exciting program for training on a variety of Microsoft Office programs including Word, Excel, PowerPoint, Access, Adobe Acrobat and Crystal Reports. Software Solutions is a locally owned and operated company with over 20 years of experience in software training.

### **The Employee Development Initiative**

The Software Solutions Team will facilitate software training courses on a variety of Microsoft programs (listed below) that will be held onsite. Holding trainings onsite will help avoid the expense associated with training which might otherwise require travel outside of the County. The Learning and Development Center will offer up to 30 classes with 16-20 students per class administered by Software Solutions Team to help further their knowledge of Microsoft Office.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The Human Resources Department is in agreement to contract with Software Solutions Team to deliver the courses that have been outlined. The Learning and Development Center Advisory Committee also supports this contract. County Counsel has approved this contract for form and legal effect.

## **FINANCIAL CONSIDERATIONS**

This contract provides services between Software Solutions Team and the County of San Luis Obispo in the budgeted amount of \$60,000 for the first year. The cost for years two and three are also estimated to be \$60,000. Funding for this contract is budgeted in the Organization Development Budget Fund Center 275. The contract provides for termination if

the appropriation is not approved by the Board in year two or year three.

## **RESULTS**

Approval of this item will allow the County to contract for services of Software Solutions Team to provide specialized services in the area of software training for County staff and to assist the County in creating a sustainable, contemporary, efficient, professional, and modernized workforce. This contract will provide up to 30 classes with 16-20 students per class administered by Software Solutions Team. The Contractor will provide training courses in the following software programs:

- Microsoft Word (I, II, III)
- Microsoft Excel (I, II, III)
- Microsoft PowerPoint
- Microsoft Access
- Adobe Acrobat
- Crystal Reports

Our partnership with Software Solutions Team will allow the County to utilize expert practitioners to train staff in the County approved version of Microsoft Office which will contribute to the County's vision of a well-governed community.

## **ATTACHMENTS**

1. Contract for Special Services by Software Solutions Team