

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

(1) DEPARTMENT Human Resources	(2) MEETING DATE 10/4/2016	(3) CONTACT/PHONE Leslie Brown (805) 781-5959	
(4) SUBJECT Request to approve an amendment to the August 11, 2015 - June 30, 2018 contract with Software Solutions Team to add a provision for annual compensation increases not to exceed 2.5% each year and to delegate authority to the Human Resources Director to amend the contract within limits set by the County's Contracting for Services Policy. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve an amendment to the three-year contract with Software Solutions Team to add a provision for annual compensation increases not to exceed 2.5% each year and to delegate authority to the Human Resources Director to amend the contract within limits set by the County's Contracting for Services Policy.			
(6) FUNDING SOURCE(S) FC 275 – Organizational Development	(7) CURRENT YEAR FINANCIAL IMPACT N/A	(8) ANNUAL FINANCIAL IMPACT \$2,732 increase in FY 2017-18	(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) 19001588		(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 type="checkbox"/> N/A    Date: <u>August 11, 2015</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Leslie Brown (805) 781-5959

DATE: 10/4/2016

SUBJECT: Request to approve an amendment to the August 11, 2015 - June 30, 2018 contract with Software Solutions Team to add a provision for annual compensation increases not to exceed 2.5% each year and to delegate authority to the Human Resources Director to amend the contract within limits set by the County's Contracting for Services Policy. All Districts.

## **RECOMMENDATION**

It is recommended that the Board approve an Amendment to the three-year contract with Software Solutions Team to add a provision to increase compensation in an amount not to exceed 2.5% each fiscal year and to authorize the Human Resources Director to approve future amendment to this agreement within the limits established in the County's Contracting for Services Policy.

## **DISCUSSION**

On August 11, 2015, your Board approved a three-year agreement with Software Solutions Team to provide computer software training courses for County employees. Software Solutions Team has been providing these training courses for the County since 1999. In May 2015, the Human Resources Department issued a Request for Proposals to evaluate potential vendors to provide these computer software classes. The County received only one proposal, from Software Solutions Team, and this proposal was accepted in full, including the following fixed fee costs for courses.

Cost Categories	Description	Class Size	Cost/unit
<b>Professional Services</b>			
<b>Fixed Fee Classes</b>			
<b>Half-day (3 hours)</b>	Includes Adobe Acrobat Forms Essential	Up to 16	\$1,150
		Up to 20	\$1,650
		Up to 30	\$2,250
<b>Full-day (6 hours)</b>	Courses include all levels of MS Word, Excel, PowerPoint, Access, Office 365, and all Adobe Acrobat Introduction and Advanced. This includes delivery option of two half-day sessions.	Up to 16	\$1,750
		Up to 20	\$2,150
		Up to 30	\$3,150
<b>Two-day Standard (12 hours)</b>	Includes MS Project: Creating and Managing.	Up to 16	\$3,600
<b>Two-day Premium* (12 hours)</b>	Includes Crystal Reports Introduction and Advanced. *SAP Content licensing fee included with courseware.	Up to 16	\$4,600

However, when the contract was prepared, one provision of the Software Solutions Team (SST) proposal was inadvertently omitted. That provision was stated as follows:

“To cover increased costs in published courseware, SST reserves the right to increase the fixed fee price for any of the above listed classes by no more than 2.5% each fiscal year that training is provided.”

Your Board is being asked to approve an amendment to the contract to add this provision in order to correct this omission.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel approved the amendment as to form and legal effect.

#### **FINANCIAL CONSIDERATIONS**

Fund Center 275 – Organizational Development budgeted \$60,000/year for courses taught by Software Solutions Team in both FYs 2015-16 and 2016-17. Software Solutions Team indicates that their costs for published courseware have increased by 2.0% in FY 2016-15 compared to the prior fiscal year. There will be no financial impact in FY 2016-17 as a result of this amendment. The County’s Learning and Development Center plans to provide approximately 37 courses this fiscal year at a total cost that will not exceed \$60,000, which includes the 2.0% increase applied to courses that have yet to be delivered this year.

If the maximum increase of 2.5% is requested in FY 2017-18, the Learning and Development Center will budget \$62,730 for computer courses delivered by Software Solutions Team.

#### **RESULTS**

Approval of this amendment will ensure that Software Solutions Team is compensated at the level that was agreed to during contract negotiations in 2015. Software Solutions Team has been an excellent partner with the County’s Learning and Development Center, providing approximately 3 computer software courses a month to up to 16 employees per class. These training courses are very well received and in high demand. There is often a waiting list for courses because they fill quickly. The contract supports the department goal to ensure that training opportunities aimed at creating a competent, results-oriented workforce are made available to County employees.

#### **ATTACHMENTS**

1. Amendment to the Software Solution Team contract