

Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0526

LOG NAME: 04CORNERSTONE ONDEMAND LEARNING MANAGEMENT SYSTEM

SUBJECT

(ALL) Authorize Execution of a Cooperative Purchase Agreement with Cornerstone OnDemand, Inc., for a Learning Management System, Using a Cooperative Contract in an Amount Up to \$301,267.50 for the First and Second Year Combined Which Includes a One-time Implementation Fee; and an Amount of \$150,913.03 for Year Three, for the Information Technology Solutions Department, the Total Contract Amount is \$452,180.53

RECOMMENDATION:

It is recommended that the City Council authorize execution of a Cooperative Purchase Agreement with Cornerstone OnDemand, Inc., for a learning management system, using State of Texas Department of Information Resources Cooperative Contract DIR-CPO-5036 in an amount up to \$301,267.50 for year one and year two combined, which includes a one-time implementation fee; and an amount of \$150,913.03 for year three, for the Information Technology Solutions Department, the total contract amount is \$452,180.53.

DISCUSSION:

A Learning Management System (LMS) will allow the City of Fort Worth to address the City's core values focused on *Continuous Improvement* and *Exceptional Customer Experience*. Implementing an LMS facilitates process management development and effective knowledge transfer. It will allow the City to easily track utilization, goal progress, knowledge gains, and Return on Investment (ROI). Key benefits that the LMS would provide are:

- Improve administration efficiency
- Automate training delivery, improving compliance and security
- Create a centralized learning environment to positively impact communication across departments.
- Simplify functions in many areas of an organization, leading to efficiency gains by removing duplication and allowing the full sharing of information.
- The LMS will house all training content, resources, personal development plans, assessments, and progress outcomes in one platform.

The purpose of this Mayor and Council Communication is to authorize execution of a cooperative purchase agreement with Cornerstone OnDemand, Inc., for a Learning Management System, using State of Texas Department of Information Resources (DIR) Cooperative Contract DIR-CPO-5036 for year one and two, per the payment schedule below. In addition, there is a one-time implementation fee to be paid with the period 1 and period 2 fees for a total initial payment of \$301,267.50; and an additional amount of \$150,913.03 for year three to be paid at the end of year two. The total contract amount is \$452,180.53.

Invoice Date	Amount	Description
August 1, 2023	\$ 12,500.00	One-time Implementation Fee
August 1, 2023	\$ 142,250.00	Period 1 (8/1/23 - 7/31/24)
August 1, 2023	\$ 146,517.50	Period 2 (8/1/24 - 7/31/25)
August 1, 2025	\$ 150,913.03	Period 3 (8/1/25 - 7/31/26)
	\$ 452,180.53	Total Project Amount

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. Cooperative contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

SUCCESSOR LANGUAGE: In the event the DIR agreement is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid DIR agreement. If the City Council were to not appropriate funds for a future year, staff would stop making purchases when the last appropriation expires, regardless of whether the then-current purchase agreement has expired.

The City will initially use the DIR-CPO-5036 cooperative contract to make purchases authorized by this M&C. The cooperative contract is set to expire on November 15, 2023. If the contract is extended, this M&C authorizes the City to purchase similar goods and services under the extended contract. If the contract is not extended, but DIR executes a new cooperative contract with substantially similar terms, this M&C authorizes the City to purchase the same goods and services under the new contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreements past 2027 without seeking Council approval.

BUSINESS EQUITY: A goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

AGREEMENT TERM: Upon City Council's approval, the cooperative purchase agreement will become effective once executed by the Assistant City Manager and will expire November 15, 2023 in accordance with DIR-CPO-5036. The Agreement may be renewed through November 15, 2024.

RENEWAL TERMS: This agreement may be renewed for two additional one-year terms in accordance with the underlying DIR cooperative contract, at the City's option.

ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

Funding is budgeted in the ITS Capital Fund for the purpose of funding the FY22 Learning Management System project, as appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the ITS Capital Fund for the FY22 Learning Mgmt System project to support the approval of the above recommendation and execution of the purchase agreement. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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