

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Computer Software
Training and Related Services

FOR AGENDA OF: 05-07-13 **BILL NO:** 13096

Mayor's Approval: *Denny Hale*

DEPARTMENT OF ORIGIN: HR *mlb*

DATE SUBMITTED: 04-23-13

CLEARANCES: City Attorney *W. B. King*
CAO *RM*
Purchasing *V. M. ...*
Finance *HO*

PROCEEDING: Consent Agenda
(Contract Review Board)

EXHIBITS: 1. Proposal Summary

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$11,000	BUDGETED \$60,000*	REQUIRED \$0-

*Account Number: 001-15-0536-326 General Fund – Human Resources Department - Citywide Training Account. The \$60,000 Amount Budgeted is included in the FY 2013-14 Proposed Budget Document of which \$11,000 is designated for this computer software training contract. The proposed contract award is subject to the final approval of the FY 2013-14 proposed budget which is scheduled for approval at the June 18, 2013, Council meeting.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, awards the contract for computer software training and related services for the initial one (1) year term, subject to the approval of the proposed FY 2013-14 budget, in a form approved by the City Attorney, to Kinetic Technology Solutions, Inc., of Portland Oregon, and approves authorizing City staff to extend the contract for four (4) additional one (1) year periods subject to Council's approval of future budgets from FY 2014-15 through FY 2017-18. The total contract amount over the five years is estimated at \$55,000.

HISTORICAL PERSPECTIVE:

In June 2008, the Human Resources Department issued a request for proposals from qualified consultants to provide on-site and off-site computer software training to City staff on an as-needed basis to support the efficient use of software programs used for City business. As a result of this process, City Council, acting as Contract Review Board, awarded the contract to Kinetic Technology Solutions, Inc. The City contracted with Kinetic Technology Solutions, Inc., for an initial one (1) year period and renewed its contract for an additional four (1) year periods for a total of five (5) years. The five (5) year period ends August 17, 2013.

Given that this process gave the City enhanced capability and flexibility to respond to internal needs in a timely manner, a subsequent request for proposals (RFP) was advertised in the Daily Journal of Commerce and on the City's public website in February 2013.

The RFP specified that it is the City's intent to execute a contract with a qualified computer training firm to provide computer software training and related services for City employees.

INFORMATION FOR CONSIDERATION:

The RFP was advertised in the Daily Journal of Commerce on February 22, 2013. Twenty-nine firms or individuals viewed and/or downloaded the RFP from the City's website. The City received three proposals (Exhibit 1), which staff opened on March 26, 2013, at 2:00 P.M. The proposals were reviewed and rated by a selection committee comprised of three City staff. Staff evaluated the proposals based on criteria that included ability to meet the requirements as described in the scope of work, facilities and equipment, knowledge, experience and qualifications of project team members and firm, project approach and understanding, relevant experience and references, curriculum, and contract price. The RFP stated that the award would be made to the highest ranked proposer.

Staff recommends that Council awards the contract to Kinetic Technology Solutions, Inc., as it was the highest ranked proposer. After Council approves the award, staff will work to execute a project contract with Kinetic Technology Solutions, Inc., for classes and/or services on an as-needed basis. The project contract will identify the type of services, scope of work, fee, and terms of payment for services.

**CITY OF BEAVERTON
PROPOSALS RECEIVED
FOR**

Computer Software Training & Related Services - #2777-13

Closing Date: 2:00 PM on March 26, 2013

Proposals Submitted:

- 1. New Horizons, Beaverton, OR**
- 2. QuickStart, Beaverton, OR**
- 3. Kinetic Technology Solutions, Portland, OR**

