



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: The Honorable Members of the Personnel and Animal Welfare Committee	DATE March 12, 2015
REFERENCE: C-118002	COUNCIL FILE

SUBJECT:
CONTRACT WITH MYCA MULTIMEDIA AND TRAINING SOLUTIONS, LLC. FOR ONLINE TRAINING

RECOMMENDATIONS:

Authorize the General Manager, or designee, of the Personnel Department to negotiate and execute an extension of the contract (C-118002) with MYCA Multimedia and Training Solutions, until a new training system is implemented, for a maximum of one year.

BACKGROUND:

The Personnel Department is under contract with MYCA for an Online Training and Learning Management System (LMS) until June 30, 2015. The Department is currently in the middle of the RFP process to select a vendor who can provide the LMS service following the end of that contract. Should a vendor other than MYCA be selected, implementation of a new system would likely occur after the expiration of the existing contract.

Design and implementation of a new online training system can become a complex endeavor. Training records must be created for City employees across all departments. This will most likely be done by converting existing employee information from multiple payroll systems. The level of complexity can vary based on how comparable the employee information is to the records kept in the new LMS. Methods for adding new and updating transfer employees in the system must also be developed. If a new vendor is selected, existing City training records must also be converted and migrated from the current LMS to the new one. These records will include completion dates of mandatory courses, such as the Disaster Service Worker training and Sexual Harassment Prevention compliance.

With no system in place at the end of the current contract, employees will be unable to access any of the training resources made available through the LMS. These include mandatory courses required to meet relevant State Laws, as well as City directives. An indefinite break in service would be detrimental to the City's training and development goals. Should a new vendor be selected, extending the existing contract with MYCA will provide a sufficient stop-gap measure to guarantee a seamless transition between the two systems.

FISCAL IMPACT STATEMENT:

Sufficient funds are available to cover the one-year extension as well as a new contract.



WENDY G. MACY
GENERAL MANAGER