

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to proposed extension of Contract No. C-118002 with MYCA Multimedia and Training Solutions, LLC (MYCA) for online training.

Recommendation for Council action:

AUTHORIZE the General Manager or designee, Personnel Department, to negotiate an extension of Contract No. C-118002 with MYCA for a maximum of one year until a new training system is implemented.

Fiscal Impact Statement Submitted: The Personnel Department reports that sufficient funds are available to cover the one-year extension of Contract No. C-118002 as well as a new contract.

Community Impact Statement: None submitted.

TIME LIMIT FILE - MAY 11, 2015

(LAST DAY FOR COUNCIL ACTION - MAY 8, 2015)

Summary:

On April 21, 2015, your Committee considered a March 12, 2015 Personnel Department report relative to proposed extension of Contract No. C-118002 with MYCA for online training. According to the Personnel Department (Personnel), it is under contract with MYCA for an Online Training and Learning Management System (LMS) until June 30, 2015. Personnel is currently in the middle of the Request for Proposals (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.

After further consideration and having provided an opportunity for public comment, the Committee moved to recommend approval for extending Contract No. C-118002 with MYCA for up to one year. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



MEMBER **VOTE**

KORETZ: YES

O'FARRELL: YES

FUENTES: ABSENT

ARL

4/21/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-