

December 11, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing the execution of a software subscription agreement with eLogic Learning Management System (LMS) on behalf of the East Metro Training Group (EMTG) for management of regional fire training information, in an amount not to exceed \$136,041, plus all applicable taxes.

FISCAL IMPACT

The proposed software subscription agreement includes the initial application set-up, and five years of subscription fees. The subscription will renew automatically for four subsequent periods of one year each unless terminated earlier. The total anticipated cost of the five-year agreement is \$136,041 plus all applicable taxes. The City's share of the total cost will be 24.6 percent, or \$33,466, plus applicable taxes. Funding for the initial set-up and subscription fees are included in the adopted 2017-2018 City/EMTG's Budget. Funding for subsequent years will be requested as part of the City/EMTG's 2019-2020 and 2021-2022 biennial budget processes.

STAFF CONTACTS

Todd Dickerboom, Interim Fire Chief, 452-6895

Stacie Martyn, Fiscal Manager, 452-7670

Bellevue Fire Department

POLICY CONSIDERATION

City Financial policies:

- Contracts in excess of \$90,000 require Council approval.
- Vendor selection was accomplished through reviews of proposals submitted in response to a Request for Proposal (RFP) released on April 12.

City Code:

- Bellevue City Code 4.28 provides for the fair and equitable treatment in the purchasing process.

BACKGROUND

The EMTG is a regional training group formed to coordinate and consolidate training opportunities and resources for nine (9) fire agencies located on the eastside of Lake Washington, representing 850 firefighters. Fire departments governed by mutual aid agreements work together to mitigate emergencies of all types. During large scale incidents, coordination is needed for smooth operations and positive outcomes. Joint training has allowed for the development of standardized "Best Practices" thereby increasing the operational safety for fire personnel and effectiveness of the services for our communities. EMTG was established by an interlocal agreement in 2013 (City of Bellevue Ordinance No. 6130) and the City currently serves as its fiscal agent.

This software purchase provides a system to centralize administration and management of training materials and records. Current training systems lack the functionality for scheduling across agencies and effectively managing curriculum and content. This is necessary to ensure all regional staff receive proper training and maintain required certifications.

On behalf of EMTG, the City issued a Request for Proposal (RFP) #17036 soliciting bids to purchase a new LMS system to be shared by all agencies. There were seven proposals which were received and reviewed by a selection team representing five of the EMTG agencies. The RFP provided evaluation criteria that 60 percent of the score would be based on product capabilities, 20 percent on overall price of ownership, and 20 percent on vendor references.

A consensus decision making model was used to determine a shortlist of vendors to demonstrate their product's capability and application. Three vendors were selected to move forward to deliver a WebEx session to tour their products abilities. The team's considerations included ease of use, including on mobile devices, customization, collaborative abilities, ease of implementation, and cost.

The eLogic system was chosen by the selection committee based on the established evaluation criteria. The findings were presented to the EMTG Policy Board and the decision was to move forward with the eLogic Learning product.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption

OPTIONS

1. Adopt the Resolution authorizing the execution of a software subscription agreement with eLogic Learning Management System (LMS) on behalf of the East Metro Training Group (EMTG) for management of regional fire training information, in an amount not to exceed \$136,041, plus all applicable taxes.
2. Do not adopt the resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9346 authorizing the execution of a software subscription agreement with eLogic Learning Management System (LMS) on behalf of the East Metro Training Group (EMTG) for management of regional fire training information, in an amount not to exceed \$136,041, plus all applicable taxes.

ATTACHMENTS

- A. EMTG Interlocal Agreement
 - B. RFP Scoring Summary
 - C. EMTG Governing Board Minutes
- Proposed Resolution No. 9346

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

eLogic contract