

April 16, 2018

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing the execution of the purchase of the licensing, configuration, ongoing maintenance, hosting, support, and upgrades of Software as a service (SaaS) products and services with Cornerstone for a city-wide learning management, performance evaluation and succession planning system, in the amount of \$123,792, plus all applicable taxes, with option to renew annually, for four additional years with the same terms and conditions..

### **FISCAL IMPACT**

This Resolution will provide for the purchase of the learning, performance and succession planning software system, installation and configuration of such system, and first annual maintenance and support fees of \$123,792, plus all applicable taxes, with option to renew annually, for four additional years with the same terms and conditions.

This amount is fully funded in the 2017-2023 Capital Investment Program through the JDE System Upgrade and Enhancements project (CIP Plan No. G-59). Reoccurring annual maintenance costs and support fees of approximately \$123,792 annually will be incorporated in subsequent budget processes. The estimated cost for 4 additional years will be approximately \$521,000 plus all applicable taxes.

### **STAFF CONTACTS**

Sabra Schneider, Information Technology Director, 452-2972  
*Information Technology*

Joy St. Germain, Human Resources Director, 452-4581  
*Human Resources*

### **POLICY CONSIDERATION**

City Purchasing Policies:

- Bellevue City Code 4.28.040 authorizes the purchase of material, supplies, and equipment in excess of \$90,000 with Council approval.
- Bellevue City Code 4.28.030 authorizes the city to join in cooperative purchasing arrangements with other public agencies when the best interests of the city would be served thereby.

### **BACKGROUND**

The city currently has a Learning Management System (LMS) that will expire in October. The purchase of the Cornerstone product replaces the existing enterprise LMS. The city currently spends \$40,000 annually for maintenance of the existing Learning Management system, which is one of the three components of the new Talent Management System.

To replace the Learning Management System and add Performance Evaluation and Succession Planning components, the city posted a Request for Proposals (RFP) in May 2017; no responses were received.

As a result, city staff reviewed competitively-bid master contracts from four vendors. Cornerstone provided the best value for system performance requirements and cost.

This new agreement with Cornerstone will provide a user-friendly learning and development solution that links development competencies and learning options for all employees of the City of Bellevue and will add additional features including consistent tracking of employee performance. In addition, the learning and development system will facilitate a more streamlined and less labor-intensive tracking of required training for compliance and certifications. It ensures the ongoing support of a high performing workforce, supporting programs that are sustainable, flexible, and continuously evolve to meet future organizational needs. The workforce development program and this system provide the foundation to establish, cultivate, maintain, and enhance the quality and accountability of the Bellevue workforce. It is essential in creating a connected workforce and providing a common ground for management and employees to set expectations that are in line with the organization's priorities and responsibilities. Providing an environment where policies promote the equitable treatment of employees throughout the organization creates a cohesive workplace where employees can grow and thrive. The new systems feature the following services:

- User-friendly learning management system, with easy access to data and metrics.
- Performance evaluation system that facilitates continuous feedback, a key to supporting higher performance for the organization.
- Integration between learning and performance through development planning for all employees, an investment in our current workforce for the future.
- Mobile access to all components of the system, learning and performance, a key benefit for our workforce out in the field or satellite sites.

### **EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

### **OPTIONS**

1. Adopt the Resolution authorizing the execution of the purchase of the licensing, configuration, ongoing maintenance, hosting, support, and upgrades of Software as a service (SaaS) products and services with Cornerstone for a city-wide learning management, performance evaluation and succession planning system, in the amount of \$123,792, plus all applicable taxes, with option to renew annually, for four additional years with the same terms and conditions.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1

### **MOTION**

Move to adopt Resolution No. 9398 authorizing the execution of the purchase of the licensing, configuration, ongoing maintenance, hosting, support, and upgrades of Software as a service (SaaS) products and services with Cornerstone for a city-wide learning management, performance evaluation and succession planning system, in the amount of \$123,792, plus all applicable taxes, with option to renew annually, for four additional years with the same terms and conditions.

### **ATTACHMENTS**

Proposed Resolution No. 9398

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract with Cornerstone