



Office of the City Manager

CONSENT CALENDAR

November 28, 2006

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: David Hodgkins, Director, Human Resources

Subject: Contract: Project Management Training Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to the contract with Alex Walton, 3PM Company, for the development and delivery of a variety of project management training courses and related consulting services, increasing the contract amount by \$60,000 for a new contract amount not to exceed \$84,999, and extending the term of the contract from January 1, 2007 to December 31, 2009.

FISCAL IMPACTS OF RECOMMENDATION

Approving this contract with Alex Walton will result in the expenditure of \$60,000 distributed over a three-year period from January 1, 2007 through December 31, 2009 for project management training services in support of the Citywide Training Program, the Leadership Development Program, and Information Technology's expanded use of Microsoft Project. Expenditures are being committed over multiple fiscal years and will be funded from Training Fund 488-3802-410.30-38. There are sufficient funds available in the FY07 budget to cover the projected proportional amount of this contract.

Original contract amount.....	\$24,999.
Proposed increase (this amendment)	\$60,000.
Total New Contract Amount.....	\$84,999.

Budget codes:

488-3802-410.30-38.....	\$24,999.
Proposed increase - 488-3802-410.30-38 (this amendment)	\$60,000.
Total Expense Budget for Contract.....	\$84,999.

The Contract Management System number is E2MDA.

CURRENT SITUATION AND ITS EFFECTS

On July 1, 2005, the City executed a contract with Alex Walton, 3PM Company, for the development and delivery of a variety of project management training courses and related consulting services. The primary scope of this contract was for multiple sessions of a two-day workshop for appropriate City staff entitled "Effective Project Management."

The need for project management training has expanded since the time of the original contract. The Public Works (PW) and Information Technology (IT) Departments have used Mr. Walton's services to conduct project management training tailored to the needs of their respective departments. The City will now be including a project management component as part of its Leadership Development Program, and IT would like to continue to use the services of Mr. Walton in conjunction with the citywide launch of Microsoft Project.

BACKGROUND

After conducting an extensive needs assessment and Request for Proposals (RFP), in 2002 the City launched its Citywide Training Program that included training in project management. The original trainer for the project management courses passed away suddenly and his replacement designated by the original vendor turned out not to be the right match for the City's project management training needs.

In seeking a more suitable replacement, the City's Training Officer conducted an informal bidding process in 2005. Mr. Walton was the lowest of five informal bids and the City executed a contract with him in July 2005. Since that time, Mr. Walton has taught several project management courses for the Citywide Training Program, for Public Works, and for Information Technology. Mr. Walton consistently receives very positive post-course evaluations on all the classes he has taught for the City of Berkeley.

RATIONALE FOR RECOMMENDATION

The comprehensive training needs assessment conducted in 2001 pointed to project management as one of the key training needs for City employees who manage projects. In seeking a replacement trainer due to the circumstances described above, Mr. Walton's bid was the lowest submitted. The City executed a contract with Mr. Walton in July of 2005 for \$24,999, expecting to use his services to teach several sessions of a two-day project management workshop to appropriate City staff over two to three years.

In 2006, the City's needs for project management training increased sharply as the Public Works Department sought a project management trainer for their engineers, and the Information Technology Department sought a project management trainer to help launch their promotion of Microsoft Project for citywide usage. It also became clear that adding project management training to the City's relatively new Leadership Development Program (LDP) would be an asset since a major component of LDP includes extensive group project work.

These expanded City needs for project management training have led to this request for an expansion of Alex Walton's contract.

ALTERNATIVE ACTIONS CONSIDERED

The City could consider switching training providers; however, this would not be an efficient use of City resources at this time. The City's Human Resources Department plans to conduct a new training needs assessment in 2007, followed by a comprehensive Request for Proposals to meet the City's updated training needs. If project management continues to be a priority training need for the City, it makes much more sense to include project management in the 2007 comprehensive RFP than to use limited staff resources to conduct a partial RFP in 2006, especially since Mr. Walton's bid was the lowest of 5 proposals submitted in 2005, he has not increased his rates from the terms of the original contract, and he consistently receives excellent reviews.

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

Liz Schiff, Training Officer, 981-6823

RESOLUTION NO, _N.S.

CONTRACT: PROJECT MANAGEMENT TRAINING SERVICES

WHEREAS, on July 1, 2005, the City entered into contract number 6733 with Alex Walton, 3PM Company, for the development and delivery of a variety of project management training courses and related consulting services in the amount of \$24,999 for the period July 1, 2005 through December 31, 2007; and

WHEREAS, additional project management training services are needed to meet the needs of the City's workforce, in an additional amount not to exceed \$60,000 for the time period of January 1, 2007 through December 31, 2009 to be performed by Alex Walton, 3PM Company; and

WHEREAS, Article XI, Section 67.5 of the Charter of the City of Berkeley and Section 7.18.010 of the Berkeley Municipal Code require City Council authorization by Resolution of expenditures in excess of \$25,000 by contract authorized by Resolution of the City Council; and

WHEREAS, it is necessary for the City to contract with an outside vendor to perform the work because qualified City staff are unavailable to perform this service; and

WHEREAS, Alex Walton, 3PM Company, was selected through an informal bid process in 2005 and is currently being identified as a single source for this contract as an interim measure until the City completes a comprehensive Request for Proposals for training needs projected to be completed by the end of 2007; and

WHEREAS, funds are available to perform this work in the current year budget, in fund Miscellaneous Professional Services, budget code 488-3802-410.3038 and this contract amendment has been set up in the Citywide contracts database, CMS number E2MDA.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amended contract and any amendments with Alex Walton, 3PM Company, for the development and delivery of a variety of project management training programs and related consulting services in a total amount not to exceed \$84,999. A record signature copy of said contract to be on file in the Office of the City Clerk.