

Agenda Report

November 14, 2022

TO: Honorable Mayor and City Council

FROM: Human Resources

SUBJECT: CONTRACT AWARDS TO CPS; CAROLINA CARO; ZIKSANA CONSULTING AND CENTER FOR NON-PROFIT MANAGEMENT FOR TRAINING AND DEVELOPMENT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$840,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption);
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Cooperative Personnel Services (CPS) for Training and Development Services for a total amount not-to-exceed \$350,000 over a five-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$70,000;
3. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Carolina Caro for Training and Development Services for a total amount not-to-exceed \$150,000 over a five-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$30,000;
4. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Ziksana Consulting for Training and Development Services for a total amount not-to-exceed \$50,000 over a five-year term with the option to extend the contract by

two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$10,000; and

5. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Center for Nonprofit for Training and Development Services for a total amount not-to-exceed \$50,000 over a five-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$10,000.

BACKGROUND:

The Employee Relations Division of the Human Resources Department provides a comprehensive training program geared toward developing the skills of all City employees. On August 15, 2021, a new Request for Proposal (RFP) was issued and the City received fifteen responses. All proposals were evaluated by an internal panel consisting of representative from Human Resources. The scope of work includes providing both in-person and virtual workshops/trainings on topics including, but not limited to: supervisory/management skill development, Diversity, Equity and Inclusion, leadership, interpersonal, organizational, analytical staff work, personal effectiveness, compliance/mandated trainings and Human Resources.

The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of relevant experience, cost effectiveness and whether the vendor is a local Pasadena business or small business. The internal panel individually scored each of the written proposals and the scores were tabulated. Attachment A contains a summary of the proposals and scoring based on established evaluation criteria. The following selected top four vendors in rank order are recommended to provide services:

FIRM	LOCATION	Score
Cooperative Personnel Services (CPS)	Sacramento, CA	90.00
Carolina Caro	Pasadena, CA	82.00
Ziksana Consulting	San Diego, CA	80.00
Center for Nonprofit Management	Los Angeles, CA	80.00

Each selected firm demonstrated notable knowledge and experience. When individual services are identified, one or more of these four contracted vendors will be solicited. The City retains the right to engage other vendors for training services as needed based on availability and type of engagement required.


COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:


The maximum cost under this combined contract will be an amount not to exceed \$840,000 if the optional extensions for a sixth and seventh year are exercised. Funding for this action will be addressed utilizing existing budgeted appropriations in the Human Resources Department's operating budget.

Respectfully submitted,



TIFFANY JACOBS-QUINN
Acting Director of Human Resources

Prepared by:



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Principal HR Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (2)

Attachment A – RFP Scoring and Ranking Summary
Attachment B – TPA for all submitted bids