

Agenda Report

February 26, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LINKEDIN CORPORATION FOR AN ONLINE EMPLOYEE TRAINING PLATFORM/LEARNING LIBRARY FOR AN AMOUNT NOT-TO-EXCEED \$141,615

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); and
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 LinkedIn Corporation (LinkedIn) for an online employee training platform/learning library for a total amount not-to-exceed \$141,615 over a three-year term.

BACKGROUND:

The City of Pasadena is committed to the professional and personal development of its workforce. The Human Resources Department administers the citywide training program to ensure that employees have the opportunity to improve, maintain and develop needed competencies to provide efficient and effective services to the public. In order to support multiple styles of adult learning and reach as many employees as possible, training typically is delivered through traditional "live" classes as well as an on-demand online library. An online training platform solution offers a robust collection of business, technology and leadership courses that employees can access anytime, at their own pace. This supports the department's mission to attract, retain, and develop a diverse and highly qualified workforce for the City of Pasadena.

On December 13, 2023, a Request for Proposal (RFP) was issued for an online training platform solution and the City received four responses. All proposals were evaluated by an internal panel consisting of City staff.

The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of relevant experience, description of services, cost effectiveness and whether the vendor is a local Pasadena business or small business. Attachment A contains a summary of the proposals and scoring based on established evaluation criteria. The highest scoring vendor is recommended to provide services:

FIRM	LOCATION	Score
LinkedIn Corporation	Sunnyvale, CA	87.50
Cornerstone Ondemand	Santa Monica, CA	82.18
Infopro Learning	Plainsboro, NJ	63.63
Auzmor Inc.	West Des Moines, IA	53.11

LinkedIn received an average score of 87.50 and demonstrated notable knowledge and experience in online employee training services and is a well-established globally known firm. The Human Resources Department has contracted with this vendor since 2017 to deliver the City's online training. The City retains the right to engage other vendors for online employee training services as needed based on availability and type of engagement required.

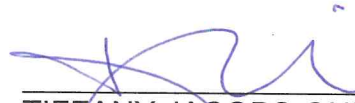
COUNCIL POLICY CONSIDERATION:

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

FISCAL IMPACT:

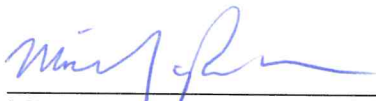
The maximum cost under this combined contract will be an amount not to exceed \$141,615. Funding for this action will be addressed utilizing existing and future General Fund appropriations budgeted in the Human Resources Department's annual operating budget.

Respectfully submitted,



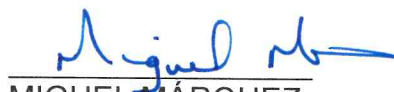
TIFFANY JACOBS-QUINN
Director of Human Resources

Prepared by:



Michael Pallwoda
Principal HR Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachment A – RFP Scoring and Ranking Summary