



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: November 30, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Learning Management System for the San Antonio Fire Department

SUMMARY:

This ordinance authorizes acceptance of an offer from TargetSolutions Learning, LLC to provide the San Antonio Fire Department (SAFD) with continued use of a Learning Management System (LMS) which will be utilized to deliver, track, and document initial and continuing education beginning December 1, 2023 and ending November 30, 2026, with two, one-year renewal options for an estimated total contract cost of \$923,925 including renewal options. Funding in the amount of \$169,135 is available from General Fund FY 2024 Adopted Budget. Funding for future years contingent upon City Council approval of the annual budget and funds.

BACKGROUND INFORMATION:

On November 29, 2018, Council awarded a contract to TargetSolutions Learning, LLC by Ordinance 2018-11-29-0948 to provide a web based online training system for SAFD. The contract expired October 30, 2023, and Amendment I in the amount of \$12,469.58 extended the term by one month through November 30, 2023.

Submitted for City Council consideration and action is the attached tabulation of one offer from TargetSolutions Learning, LLC to provide a Learning Management System (LMS), a web based online training system for SAFD.

Since awarded in 2018, SAFD has utilized the TargetSolutions LMS platform for online training and training data management and tracks live skills assessments and performance evaluations, new-recruit training and automating task books digitally for SAFD employees and training compliance initiatives in accordance with the Texas Administrative Code.

The contract with TargetSolutions Learning, LLC was procured on the basis of a Sole Source solicitation in accordance with the provisions of Texas Statutes Local Government Code 252.002.07. No other source can supply the items listed, nor can any comparable item fulfill the same requirements. TargetSolutions Learning, LLC will provide continuity of service for the established LMS software for SAFD.

The City issued a Request for Offer (RFO) 6100017393 for “Annual Contract for Learning Management System (LMS) for San Antonio Fire Department” on October 10, 2023, with a submission deadline of October 16, 2023. TargetSolutions Learning, LLC is recommended for contract award based on published specifications.

The initial term of the agreement will begin December 1, 2023, through November 30, 2026. Two additional one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

This ordinance approves a contract with TargetSolutions Learning, LLC for Learning Management System (LMS) utilized by SAFD.

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Business Program does not apply to non-professional services contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, SAFD would be required to replace the current Learning Management System and this would create a potential for missed training, relocating the document repository, re-tooling of programs of programs associated with the current Learning Management System.

FISCAL IMPACT:

This ordinance authorizes acceptance of a contract with TargetSolutions Learning, LLC to provide the San Antonio Fire Department (SAFD) with a Learning Management System (LMS) which will be utilized to deliver, track, and document initial and continuing education for a five-year term beginning December 1, 2023 to November 30, 2026, with two, one-year renewal options for an estimated total contract amount of \$923,925 including renewal options. Funding in the amount of \$169,135 is available from General Fund FY 2024 Adopted Budget. Funding for future years contingent upon City Council approval of the annual budget and funds.

RECOMMENDATION:

Staff recommends the approval of this contract with TargetSolutions Learning, LLC to provide SAFD with Learning Management System for an estimated total contract amount of \$923,925.00.

This contract is procured by means of a sole source exemption and a Contracts Disclosure Form is not required.