



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 12

Agenda Date: December 5, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Ordinance authorizing a Change Order for contract extension with Open LMS, LLC to provide Hosting Services for a Learning Management System.

SUMMARY:

This ordinance authorizes a contract extension with Open LMS, LLC to provide Hosting Services for a Learning Management System for an additional six-month period in the estimated amount of \$33,171 and four additional optional six-month renewal periods for an estimated total cost of \$172,624 exclusive of all renewals. Funding for the extension in the amount of \$33,171 is available from the General Fund FY 2025 Adopted Budget. Funding for future years is contingent on City Council approval of the annual budget.

BACKGROUND INFORMATION:

On September 1, 2018, the City entered into an agreement with eThink Education, LLC, now Open LMS, LLC, for ongoing hosting services to support its Moodle Learning Management System used for training administration of online, seated and hybrid courses. The Learning Management System has been utilized by the Human Resources Department since October 2016 to launch compliance training such as Security Awareness, Climate Awareness, and Ethics to all City employees. In May 2018, the Human Resources Department, Training Division, launched self-

enrollment for professional development courses offered by Alamo Colleges. Employees are now able to self-enroll in a course that can be used to help them further their skills and career.

This contract resulted from a Request for Competitive Sealed Proposals released on March 2, 2018, to provide an enterprise learning system supporting all City departments and the City's 12,000 plus employees to become more engaged and in control of their career development and continue building a stronger work force through e-learning. Four firms submitted responses, and all were deemed responsive and independently evaluated. The evaluation committee recommended eThink Education, LLC for award for a period of three years with the option to renew for two additional one-year periods.

Change Order 1 extended the contract term for an additional year through September 30, 2024. As the City continues to engage SAP for an upgrade and expansion of the ERP landscape, it is understood that the upgraded ERP will include a Hire to Retire module with a learning management system embedded within. In order to allow time for the implementation of the upgrade and expansion, Change Order 2 was processed administratively to add a six-month term from October 1, 2024 through March 31, 2025. Approval of this change order will extend the current contract with Open LMS, LLC from April 1, 2025 to September 30, 2025, for the amount of \$33,171 and an estimated total cost of \$172,624 inclusive of all additional four, six-month renewal options.

ISSUE:

This ordinance authorizes a Change Order for a six-month contract extension with Open LMS, LLC, to include the option to renew for four additional six-month periods, to provide continued Hosting Services for a Learning Management System. Approval of this extension will allow the Human Resources Department the necessary time to move these services over to the upgraded and expanded SAP ERP landscape.

This contract extension is an exception to the Small Business Economic Development Advocacy (SBEDA), the Local Preference Program and the Veteran-Owned Small Business Preference Program.

ALTERNATIVES:

Should this contract not be approved, the City's Human Resources Department would have to develop a solicitation for a six-month period to address hosting services of a learning management system. If a new solicitation needed to be developed, current training services would be impacted through the lapse in services and City staff would not be able to access the learning management system during that time.

FISCAL IMPACT:

This ordinance authorizes a contract extension with Open LMS, LLC to provide Hosting Services for a Learning Management System for an additional six-month period for \$33,171 and four additional optional six-month renewal periods for an estimated total cost of \$172,624 exclusive of all renewals. Funding for the extension in the amount of \$33,171 is available from the General Fund FY 2025 Adopted Budget. Funding for future years is contingent on City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract change order does not require a Contracts Disclosure Form.