



# Board Agenda Item 63

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DATE: September 12, 2017

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Amendment with Saba Software, Inc. for Learning Management System Software Services

RECOMMENDED ACTION(S):

**Approve and Authorize the Chairman to execute Amendment I to Agreement No. A-14-648 with Saba Software, Inc. for the Training Record-Keeping and Learning Management System extending the term by two years from November 3, 2017 through November 2, 2019 and increasing the maximum by \$115,500 to a total of \$393,680.**

Approval of the recommended action secures continued subscription to the Saba Software, Inc. (Saba) Learning Management System (LMS), which will allow the Department to continue to schedule and deliver mandated training (125,864 cumulative hours in FY 2016-17) to staff, as well as continue to track and report compliance (99.7% compliant in FY 2016-17) with State and Federal regulations. This amendment is funded with State and Federal Social Services funds, Realignment funds and an additional \$1,296 in Net County Cost.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Department would have no Training Record- Keeping and Management system to assist in the administration and tracking of required staff training.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The maximum cost of the recommended amendment (\$115,500) will be offset with State and Federal Social Services funds (\$110,199), 1991 Realignment funds (\$382), and \$1,261 in Net County Cost will offset the General Relief program's share of cost. In addition, \$3,658 in 2011 Realignment funds will offset the former State share of the Child Welfare Services and Adult Protective Services programs that were realigned to counties. Sufficient appropriations have been included in the FY 2017-18 Recommended Budget for the Department of Social Services, Organization 5610 and will be included in subsequent budgets.

DISCUSSION:

State and Federal regulations prescribe the minimum number of training hours each employee must receive. To track compliance with these regulations, the Department entered into an agreement with Saba Software, Inc. effective October 28, 2014, for the purchase of subscription services to Saba's web-based LMS. The current agreement is scheduled to terminate on November 2, 2017.

Saba's LMS has allowed the Department to:

- Identify training needs;

- Track individual employee training records;
- Ensure employees receive required hours of training;
- Reduce employee travel to training sites;
- Simplify delivery of training materials via instant online access at employee workstations;
- Maximize efficiency of employee work time;
- Manage compliance with State and Federal training Requirements.

In addition, management staff are better equipped to evaluate individual employee performance, tie and track overall training outcomes and goals and complete mandated reports.

The recommended amendment seeks to increase the term of the agreement for two additional one-year terms. The amendment deviates from standard County boilerplate and is in the format provided by Saba. The recommended amendment will be effective November 3, 2017, and may be terminated by the Contractor, County, and the Department Director or designee upon providing a thirty-day advance written notice.

REFERENCE MATERIAL:

BAI #46, October 28, 2014

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment I

CAO ANALYST:

Ronald Alexander