



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2016 JUN -2 PM 5:40 **AGENDA REPORT**

TO: Sabrina B. Landreth
City Administrator

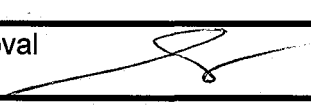
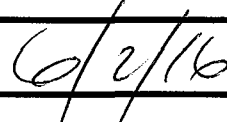
FROM: Anil Comelo
Director, Human Resources
Management

SUBJECT: Amendment and Contract Extension
for CircleUp Education Diversity
Contract

DATE: May 23, 2016

City Administrator Approval

Date:

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator Or Designee To Execute A One (1) Year Contract Extension (July 1, 2016 To June 30, 2017) With Circleup Education For Employee Diversity And Inclusion Training And Facilitation Services At A Cost Of \$51,000 For A Total Contract Amount Not To Exceed \$150,000 And Waive The Competitive Request For Proposals/Qualification Process For The Additional Services.

EXECUTIVE SUMMARY

Following a formal competitive Request for Proposal/Qualification (RFP/Q) process, CircleUp Education earned the contract to design and deliver a Diversity Training Program for 3,300 City of Oakland employees. The contract with CircleUp Education was for an amount within the City Administrator's authority and has now been exhausted. In order to provide diversity training to the remaining employees and have monies available to train and provide related facilitation services, the contract will require a date extension as well as additional funding in the amount of \$51,000.

BACKGROUND / LEGISLATIVE HISTORY

In early 2015, the interim City Administrator called for the development of much needed training on diversity and inclusion in the workplace. The Human Resources Management Department (HRM) was directed to initiate the Request for Proposal (RFP) process in collaboration with Equal Opportunity Program Division (EOPD) to identify a trainer. After the RFP deadline, five (5) completed applications were received. The packets were evaluated and scored by a diverse group of representatives from several departments and resulted in the selection of three (3) finalists.

Interviews with the three (3) finalists were conducted on June 10, 2015, and resulted in the selection of CircleUp Education to develop and deliver the diversity training. The contract amount was \$99,000 and the contract period was from July 1, 2015 to June 30, 2016.

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Finance & Management Committee
June 14, 2016

This request will increase the contract amount by \$51,000 for a new total contract amount of \$150,000 and will extend the services and contract end date from July 1, 2016, to June 30, 2017.

ANALYSIS AND POLICY ALTERNATIVES

The goal of the diversity and inclusion training is to ensure that all full-time and permanent part-time employees at the City of Oakland have a better understanding of the dynamics of working with, and serving a diverse community. CircleUp Education designed a customized diversity and inclusion training program in response to the City's specific objectives. Furthermore, the training evolved based on participant feedback and interactions between City staff and CircleUp Education.

Since July 2015, the firm has trained 2,988 employees. With some 400 current employees and approximately 350 new employees needing the required training in Fiscal year 2016-17, it would be prudent and efficient for the City to continue to work with CircleUp Education to provide continuity to the City's diversity and inclusion training program.

HRM therefore requests City Council approval to waive the RFP/Q process and to execute a one year contract extension with CircleUp Education from July 1, 2016, to June 30, 2017.

FISCAL IMPACT

The cost for the continuation of diversity and inclusion training with CircleUp Education is estimated at \$51,000. Funding will be available in the FY2016-17 Budget under General Fund: General Purpose Fund (1010), Human Resource Development (05511), in Citywide Training (P462010).

PUBLIC OUTREACH / INTEREST

On May 18, 2015, a RFP was advertised in the Oakland Tribune, the City's paper of record. As further outreach, staff sent notices to local certified firms in the appropriate industry codes. In addition, a letter of announcement was sent to a list of Training, Facilitation and Mediation Firms that specialize in diversity and inclusion training. Lastly, the RFP was promoted through the City's iSupplier.

COORDINATION

HRM staff worked closely with the City Administrator's Contracts and Compliance Division to ensure that the process complied with the City's contracting and purchasing requirements and to coordinate activities related to the RFP process. This report has been reviewed and approved by the City Attorney's Office, Controller's Bureau and Contracts and Compliance.

SUSTAINABLE OPPORTUNITIES

Economic: *No economic opportunities are identified in this report.*

Environmental: *No environmental opportunities are identified in this report.*

Social Equity: *Diversity and inclusion training helps deepen the understanding of important concepts that enhance workplace interaction. The training does so by providing a common language and tools for employees to understand their own bias and communicate with each other more effectively. Most importantly, the continued training will enable employees to serve the community in a more equitable way.*

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that City Council adopt a resolution authorizing the City Administrator to execute a one (1) year contract extension (July 1, 2016 to June 30, 2017) with CircleUp Education for diversity and inclusion training and facilitation services at a cost of \$51,000 for a total contract amount not to exceed \$150,000 and waive the competitive request for proposals/ qualifications process.

For questions regarding this report, please contact Andrea Pomicpic at 510-238-6475 or apomicpic@oaklandnet.com .

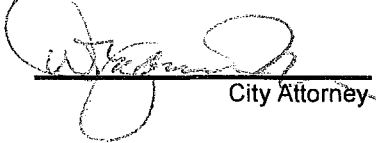
Respectfully submitted,



ANIL COMELO
Director, Human Resources Management

Prepared by:
Andrea Pomicpic
Training Coordinator,
Human Resources Management

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City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO EXTEND THE CONTRACT WITH CIRCLEUP EDUCATION FOR DIVERSITY AND INCLUSION TRAINING AND FACILITATION SERVICES FROM JULY 1, 2016 TO JUNE 30, 2017, AT A COST OF \$51,000 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$150,000, AND WAIVING THE COMPETITIVE REQUEST FOR PROPOSALS/QUALIFICATION PROCESS FOR THE ADDITIONAL SERVICES

WHEREAS, the design and delivery of diversity and inclusion training requires specialized expertise; and

WHEREAS, the City of Oakland does not possess such capabilities in-house; and

WHEREAS, the City undertook an Request for Proposal (RFP) process from April 2015 through June 2015, which resulted in the selection of CircleUp Education; and

WHEREAS, CircleUp Education's contract of \$99,000 is exhausted; and

WHEREAS, there are approximately 400 current employees and approximately 350 new employees who will need the required training in Fiscal Year 2016-17; and

WHEREAS, Oakland Municipal Code (OMC) section 2.04.051.A requires the City Administrator to conduct a request for proposals/qualifications (RFP/Q) process for professional services contracts in excess of \$25,000, and OMC section 2.04.051.b allows Council to waive such RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so; and

WHEREAS, in order to maintain the pace and continuity of training, it would be most prudent and efficient for the City to continue to work with CircleUp Education to provide diversity and inclusion training to City employees; and

WHEREAS, City staff recommends that the Council waive the RFP/Q requirements for this contract extension for the reasons stated above; and

WHEREAS, the City Administrator has determined that it shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore, be it

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RESOLVED: That the City Council finds and determines the forgoing recitals to be true and correct and hereby adopts and incorporate them into this Resolution; and be it

FURTHER RESOLVED: That pursuant to OMC section 2.04.051.B and for the reasons stated above and in the Human Resources Management Director's report accompanying this item, the City Council finds that it is in the best interests of the City to waive the RFP/Q requirements for the additional services to be provided under the contract extension, and so waives the requirements; and be it

FURTHER RESOLVED: That based on information provided by the City Administrator, the Council finds that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That the City Council of the City of Oakland authorizes the City Administrator or designee to extend the existing professional services contract with CircleUp Education for one year to June 30, 2017, in an amount not to exceed \$150,000, and be it

FURTHER RESOLVED: That the funding will be available in the FY2016-17 Budget under General Fund: General Purpose Fund (1010), Human Resource Development (05511), in Citywide Training (P462010); and be it

FURTHER RESOLVED: That the City Attorney will approve the contract extension as to form and legality and copies will be on file in the Office of the City Clerk; and be it

FURTHER RESOLVED: That this Resolution shall take effect immediately upon its passage.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLÉN, KALB, KAPLAN, REID and PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

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FINANCE & MANAGEMENT CMTTE

JUN 14 2016