



Evelyn Minor-Lawrence
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING
2051 Kaen Road | Oregon City, OR 97045

October 20, 2022

Board of County Commissioners
Clackamas County

Approval of a Contract Amendment with Propositions, Inc., to add classroom functionality to our eLearning Library Platform. Total value is \$272,030. Funding through April, 2026. County General Funds are involved.

Purpose/Outcome	The purpose of this contract amendment is to extend an existing contract by two additional years and add classroom functionality to our existing eLearning library platform.
Dollar Amount and Fiscal Impact	The amendment is for \$131,020 which brings total contract to \$272,030. The contract is currently effective through April, 2024. Reason for the \$131,020 increase is two-fold: to add classroom registration (\$37,680) and to extend an additional two years to allotted time of existing contract for eLearning/Digital Learning Content Library system (\$93,340).
Funding Source	General Fund
Duration	Through April 2026
Previous Board Action/Review	County Administrator Issues Meeting
Strategic Plan Alignment	Build trust through good government. Employee development is critical in ensuring a skilled, motivated and engaged workforce.
Counsel Review	1. Date of Counsel review: 8/2/2022 2. Initials of County Counsel performing review. AN
Procurement Review	1. Was this item processed through Procurement? Yes.
Contact Person	Kim Lignore, Workforce Planning and Development Manager
Contract No.	3774

Problem and Background:

The Workforce Planning Development (WPD) program consisting of three staff members in Human Resources oversees learning and development at the County. One staff member is focused on training administration. We currently offer two ways to access training at the County - online/on demand and live (in-person/virtual) classes. Registration and tracking of these different types of training are managed separately. Online/on demand training is automated through our Propositions eLearning library with

oversight by the WPD staff member. In contrast, live training is administered using a time-intensive manual process.

Over the past few years, the demand for compliance trainings has increased at the County due to environmental factors, concerns about safety in the workplace and legal requirements. The need for professional development has grown as well to ensure employees continue to develop their knowledge and skills in order to enhance services to Clackamas County residents. In addition, research and County data shows that a focus on development leads to a more engaged workforce and reduces retention costs. This is supported by findings from our 2021 employee engagement survey and 2021 annual risk assessment survey.

In support of these demands, we continue to invest in both online/on demand training and live training for our countywide population of 2600 employees. For live training, total administration—the manual process—can take up to four hours per class. In FY 21/22, we supported 1,240 training registrations and almost 60 live courses. It is not sustainable for us to continue managing live training manually.

Proposal:

We propose adding the classroom registration functionality in Propositions, and in order to get the most value out of the contract, we also propose extending the existing contract with our eLearning library platform for two additional years, through 2026.

The classroom registration feature in Propositions will allow us to have one training interface for registration and tracking for *all* training. This will result in a more automated process, create efficiencies, reduce data entry errors, and free up staff time to boost professional development opportunities. In addition, from an end user standpoint, one platform will result in a more user friendly employee experience with one intuitive interface and a log of all online and live classes in a single comprehensive transcript.

The implementation of the classroom registration functionality will require minimal time and resources from the TS department and since it is already integrated with PeopleSoft, the only ramp up required will be the learning curve for the WPD team.

This platform could be put to use right away with the 2023 rollout of equity, diversity and inclusion live manager and countywide trainings. Administering and tracking over 2400 employees with a manual process and one administrator is not practical. In addition, there are other live learning events that would benefit from moving away from a manual process – monthly new employee workshops, required safety trainings, countywide open enrollment learning offerings, trainings tied to employment policies and practices, and supervisor trainings, to name a few.

Procurement Process:

This project was initiated as an RFQ in 2021, and this contract is going forward as a regular amendment to ensure continuity of work and expand the capability of an existing system, per LCRB C-047-0288 (15)

Recommendation:

Staff respectfully recommends that we move forward by adding the classroom registration feature and an additional two years to the existing eLearning library Propositions contract so that we can maximize learning and development options for employees through our 24x7 online platform and in-person and virtual live classes.

Sincerely,

Evelyn Minor Lawrence, IPMA-CS
Director Human Resources

Placed on the BCC Agenda _____ by Procurement

**AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH PROPOSITIONS, INC.
Contract #3774**

This Amendment #1 is entered into between **Propositions, Inc.** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on **April 26, 2021** (“Contract”).

The Purpose of this Amendment #1 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
By execution of this Amendment #1, County is hereby exercising its renewal rights under the Contract. The Contract termination date is hereby changed from April 26, 2024 to **April 26, 2026**.

2. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:

Contractor will add the classroom functionality feature (“Classroom System”) to the eLearning/Digital Micro-Learning Content Library system currently being provided to County under the Contract. Additional features provided by the addition of the Classroom System as described in Attachment A-1, attached hereto and incorporated by this reference herein.

3. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:
In consideration for Contractor adding the Classroom System, County will pay Contractor an amount not to exceed \$37,680. This amount includes a one-time fee to implement the Classroom System in the amount of \$7,000 and, contingent upon successful implementation of Classroom Module, an additional annual fee of \$7,670 (calculated at \$2.95 per person for 2,600 licenses) for the remaining term of the Contract.

In consideration for Contractor providing two additional years of the eLearning/Digital Learning Content Library system, County will pay Contractor an amount not to exceed \$93,340.

The total Contract compensation will not exceed \$271,030.

ORIGINAL CONTRACT	\$ 140,010
<u>AMENDMENT #1</u>	<u>\$ 131,020 + Time</u>
TOTAL AMENDED CONTRACT	\$ 271,030

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

Propositions, Inc.

Clackamas County



Authorized Signature Date

Jill Dillenburg

Printed Name

Chair Date

Recording Secretary

APPROVED AS TO FORM
Andrew
Naylor

Digitally signed by
Andrew Naylor
Date: 2022.10.10
08:24:08 -07'00'

County Counsel

Date

**ATTACHMENT A-1
PROPOSITIONS ADDITIONAL SCOPE**

May 5, 2022



Clackamas County

Classroom/ILT LMS functionality

**PROPOSED TO:
KIMBERLY LIGNORE**

**PROPOSED BY:
JILL DILLENBURG**

PROPOSITIONS, INC.
5550 Wild Rose Lane, Suite 400
West Des Moines, IA 50266
Main: 877-244-8848
www.propositions.com

Classroom/ILT general functionality:

Adding the classroom functionality to Learning Management System

Functionality:

- Mature feature set that makes Developing class objects and events easy and intuitive
- Classes are treated as learning objects, with wizard tabs to assist with managing classes. individual classes can be created, or multiple days of classes are available utilizing the event feature
- Class resource/Schedule conflict resolution- when creating schedules for a class, resources during the time of class schedule can be reserved to prevent double booking of resources. Faculty, facility, and peripheral (eg: projectors, ipads, etc)
- Manage the full registration process
- Registration- There are 3 ways for users to register for a class:
 - Classes can be assigned to users and will appear on their My Learning Gadget
 - Allow access through the class object and the classes will appear on the Classes Gadget
 - Users can be forced registered by the administrator on the back end
- Email notifications-Email templates can be customized in the system for class objects. Email notifications can be set up during the creation of the Class object. These include registration emails, reminder emails, and completion emails.
- Wait listing- this robust functionality, allows instructors to set a max number of seats available, if someone unregisters or is unavailable the system will automatically register the first person on the waitlist and will send a confirmation and calendar invite. Administrators also have the ability to override the waitlist if needed.
- Completion-There are 2 ways to mark attendance:
 - An administrator can mark attendance on the back end individually or bulk
 - User can enter a completion code on their front-end dashboard, given to them at the conclusion of the class. Attendance sheets can be downloaded from the manage class function for ease of tracking.
- Reporting Capability-SMART Report, Schedule Class Static Report, Custom Reports, and Action Log
- Instructors can take attendance in bulk from one location

Investment:

- Implementation, set-up, training and launch- one time fee of \$7,000
- \$2.95 per person per year for 2,600 named users, for the term of the current 5 year agreement

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to Contract
- Other _____

Originating County Department: HR

Other party to contract/agreement: Propositions, Inc.

Document Title:

Approval of a Contract Amendment with Propositions, Inc., to add classroom functionality to our eLearning Library Platform. Total value is \$272,030. Funding through April, 2026. County General Funds are involved.

After filing please return to: HR - Kim Lignore

County Admin

Procurement

If applicable, complete the following: _____

Board Agenda Date/Item Number: _____