



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources



**Date:** October 16, 2014  
**Board Meeting Date:** December 9, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** Amendment to Agreement with Cornerstone OnDemand, Inc.

**RECOMMENDATION:**

Adopt a Resolution executing an amendment to the agreement with Cornerstone OnDemand for the term of October 31, 2014 through October 30, 2016, in an amount not to exceed \$491,018

**BACKGROUND:**

On October 20, 2009, your Board approved an agreement with Cornerstone OnDemand, Inc. (Cornerstone) to provide a Countywide Learning Management System (LMS) for a period of three years with two one-year options to extend. On September 28, 2010, your Board approved an amendment to this contract to allow community partners beginning with six (6) cities to leverage the County's Learning Management System.

The LMS provides the County with many capabilities and benefits which include: ability to create, deliver, track and report on classroom training as well as countywide and department-specific online courses; ability for all employees to sign up for classes online anytime and anywhere; ability for all employees to set and manager goals and for supervisors to manage employee performance; tracking and reporting on employee training participation for compliance, audit, accreditation and/or legal purposes.

The Human Resources Department wishes to extend the contract for additional two years through October 30, 2016.

**DISCUSSION:**

The County continues to utilize the learning management system to deliver various courses to develop and engage the County workforce. With this application, we are able

to report and monitor training compliance such AB1825 Preventing Workplace Harassment, Code of Ethical Conduct, and many others. We also continue to use the Performance module of this application to create and manage goals as well as to conduct performance reviews until we go Live with Workday at which time, we will replace the Performance module with the Talent module offered by Workday.

The County, in partnership with the cities established a training consortium which is currently utilizing the Learning Management System allowing our community partners to use our system for their training requirements such as online course registration and sign up, training data management and reporting, certification management, supervisor approval workflow, automated email notification, end-user information and updates, events/sessions creation, transcript viewing, instructor and facility management.

The Resolution contains the County's standard provision allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The amendment and Resolution have been reviewed and approved by County Counsel as to form.

Information Services Department has reviewed and approved this agreement.

Approval for this amendment contributes to Shared Vision 2025 outcome of Collaborative Community by developing and fostering partnerships that promote regional solutions to enhance organizational efficiencies and effectiveness.

**FISCAL IMPACT:**

There is no impact to Net County Cost. Costs associated with the two year amendment total \$491,018 (\$425,558 County and \$65,460 Training Consortium). The County's portion of costs is included in the Human Resources Department's adopted Budget. The Training Consortium costs will be covered by the member agencies.