



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



**Date:** October 3, 2012

**Board Meeting Date:** November 6, 2012

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director  
Reyna Farrales, Interim Information Services Director/CIO

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

**RECOMMENDATION:**

Adopt a Resolution authorizing an amendment to the agreement with Cornerstone OnDemand to provide a Countywide Learning Management System extending the term through October 30, 2014, increasing the amount by \$87,456 to \$1,291,157

**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 in an amount not to exceed \$1,027,730. On September 28, 2010, your Board approved an amendment to this contract to allow Training Consortium members, beginning with six (6) cities (Belmont, Brisbane, Daly City, Foster City, Redwood City and San Mateo), to leverage the County's LMS. The not to exceed amount was increased to \$1,203,701.

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;
- allows all employees to sign up for classes online anytime and anywhere;
- ability for all employees to set up and manage their goals as well as 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 intends to exercise the two one year options to extend the contract, already approved by the Board of Supervisors. However, the Department wishes to add limited services to the current agreement. Such services include an online course library for County and City/Consortium LMS Administrators,

increased e-Learning content purchases, hosting and delivery of such, and the planned implementation of Connect, a collaboration tool within LMS.

The cost of the added services will exceed the contract amount previously approved by this Board by a total of \$87,456.

**DISCUSSION:**

The Human Resources Department has collaborated with all departments and six cities to share and leverage training and development resources in light of current economic challenges. The system includes several modules including, Performance, Learning, Knowledge, and Certification. The new contract will also include a new social networking module – Connect.

The Human Resources Department requests your Board to authorize the Human Resources Director or the Director's designee to execute amendments to the agreement which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the agreement term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other agreement provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Resolution and Amendment as to form.

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.

**PERFORMANCE MEASURE(S):**

Measure	FY 2012-13 Actual	FY 2013-14 Projected
Percent of departments using LMS to track and report on training activities	100%	100%
Percent of employees completing 20 or more Training Hours	20%	50%

**FISCAL IMPACT:**

Contract costs have been included in the Human Resources Department's FY 2012-13 Budget. All costs associated with this contract are offset by Training Consortium members and County departments. There is no impact to Net County Cost.