



Request for City Council Committee Action from the Department of Information Technology

Date: April 9, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

Referral to: Committee of the Whole

Subject: Extend and increase Contract C-36729 with Safari Books Online, LLC, for IT Employee Training and Professional Development Resources

Recommendation: Authorize proper City officials to:

- a) Extend contract C-36729 with Safari Books Online, LLC, for an additional two year subscription through April 30, 2016 for IT Employee Training and Professional Development Resources using Safari's contract agreement form instead of the City's Standard Agreement form;
- b) Increase the contract by \$28,006 for a new total not to exceed \$50,000.

Previous Directives: March 29, 2013 - Committee recommends authorizing the proper City officers to execute a contract with Safari Books Online, LLC, for a one-year subscription to online training resources not to exceed \$15,686 using Safari's contract agreement form. Further, that the liability terms and conditions be customized to stipulate that the maximum liability for Safari shall be the amount of the actual payments made through the subscription term, and that any disputes that result in claims will be resolved in Minnesota courts. No additional appropriation required.

Department Information:

Prepared by: Barbara Malinski, Contract Administrator, IT
Submitted by: Otto Doll, CIO 
Approved by: Paul Aasen, City Coordinator
Presenter(s) in Committee: Otto Doll, CIO

Reviews

Permanent Review Committee (PRC):

Approval Date

Not Applicable

Civil Rights Approval:

Policy Review Group (PRG):

Financial Impact

None.

Supporting Information

The IT Department is committed to developing and maintaining a highly productive, diverse and professional workforce, and to creating a work environment that promotes continuous learning.

IT would like to amend the current contract, C-36729, with Safari Books Online, LLC, to purchase a two-year subscription as a training and professional development resource for our employees. Safari compiles technology books from over 100 leading authors and publishers into an online database. The interactive platform provides tools that help IT professionals find, manage, assimilate and share information and knowledge. The content includes technology, business, creative, digital media and personal and professional development resources in book and video format, along with examples and mobile features.

The cost of the two-year subscription for IT staff does not exceed \$28,006. Typically the City's Standard Agreement form is used to procure training materials and training services under \$50,000. There is minimal risk to the City in entering into the contract since Safari Books Online is providing training materials for City employees.

The cost for the contract are covered with IT's existing budget. No additional appropriation is required.