

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

503



FROM: Human Resources Dept.

SUBMITTAL DATE:
November 8, 2006

SUBJECT: Request for Sole Source Purchase of Communispond Training and Materials

RECOMMENDED MOTION: Approve the proposed sole source purchase of Communispond training and materials from Communispond without securing competitive bids in accordance with Ordinance 459.5 in the amount of \$55,000.

BACKGROUND: As a key component of the Leadership Initiative, existing managers and future leaders learn to create and deliver effective and persuasive presentations to all kinds of audiences. Given the importance of this competency in the overall determination of a manager's or executive's effectiveness, Leadership Initiative participants wish to take their persuasive presentation skills to the next level. As public speaking is rated among the top ten overall life stressors, and as public speaking in a variety of forums is a key part of a leader's job, more skill, confidence, coaching and practice can only be returned in improved individual and organizational effectiveness.

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 55,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 12,100	Budget Adjustment:	No
	Annual Net County Cost:	\$ 12,100	For Fiscal Year:	2006/07

SOURCE OF FUNDS: Participating Departments	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District:

Agenda Number:

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BACKGROUND continued

Every day with staff, managers provide inspiration, guidance, confidence and hope and inevitably may even deliver bad news. Employee morale and citizen/voter confidence can rise or fall on a single remark. This training will address effective presentation skills of managers and executives, people in positions who can't afford a communication misstep.

The return on investment is huge, both inside and outside the organization. As employees master the techniques of persuasion, there is reduced friction in the workplace. The organization becomes more focused and more dynamic. Employees gain new confidence in themselves and recognize the organization's role in giving it to them. Morale improves, turnover declines and the organization becomes more professional. Outside the public image of the organization improves and public relations emergencies occur less frequently. Citizen confidence in their governance increases and emotionally charged situations dissipate.

JUSTIFICATION:

The Human Resources Department has reviewed many presentation skill training programs and found Communispond to be the most effective, highly rated program of this type. Communispond has been in this business for 36 years and they ensure that the trainees can use what they learn. What makes Communispond unique is their teaching approach which focuses on continual coaching and feedback, learning via videotaping participants' numerous presentations, and customizing the training to create simulated experiences in the work life of a Riverside County manager or Department Head.

PRICE REASONABLENESS:

The County will receive the maximum discount offered to governmental agencies, up to a 65% off non-governmental pricing. The program cost is competitive when compared to other approaches on the market, but the participant "take-aways" make this program of highest value for the money. The highly intensive learning experience in addition to an instructional manual, a reinforcement kit and copies of the participant's videotapes is a generous return on investment.

We urge sole source approval to purchase the materials and training for this high leverage manager and executive competency development program.

Date: November 7, 2006
From: Ron Komers, Department/Agency: Human Resources
To: Board of Supervisors
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for Communispond Training

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: one speaking engagement, 250 books (Talk Your Way to the Top), and three 2 day training sessions

Supplier being requested: Communispond

Alternative suppliers that can or might be able to provide supply/service: none with the approach and proven track record of this company

Extent of market search conducted: extensive. Most programs either in their infancy or are targeted to attorneys.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: Communispond provides "in-the-moment" coaching and feedback during the program and they incorporate extensive videotaping of all presentations. The faculty is highly skilled and experienced at transmitting ideas and developing skills, and they customize the training to fit our unique culture.

Reasons why my department requires these unique features and what benefit will accrue to the county: Political savvy and personal presentation is extremely important in highly visible government positions, especially those who must build confidence with the public and with the Board of Supervisors.

Price Reasonableness: With the government discount, Riverside County was able to obtain a 65% discount for the presentation, and intensive training, coaching and materials for \$1,000 per person.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No



Department Head Signature

11-15-06


Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

11-14-06

Date