

FORM APPROVED COUNTY COUNSEL  
 BY: MARSHA L. VICTOR 03/05/08  
 DATE

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

317



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
 February 21, 2008

**SUBJECT:** Project Management Training-Approval of a Sole Source Agreement with the University of California Riverside(UCR) Extension

**RECOMMENDED MOTION:** That the Board

1. Approve the attached Sole Source Memorandum of Understanding(MOU) agreement with the Regents of the University of California on behalf of UCR Extension;
2. Authorize County Purchasing to issue a sole source Purchase Order to UCR Extension; and
3. Authorize the Chairman to execute the same.

**BACKGROUND:**

On March 13, 2007, agenda item 3.19, the Board approved a sole source purchase order for the UCR Extension to provide Project Management courses to its employees.

(Continued on Page 2)

RF:TM:mh  
 2008-02-307

*Robert Field*

Robert Field, Director  
 Department of Facilities Management

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 32,250	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ 0	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year: 07/08</b>	Yes
<b>SOURCE OF FUNDS:</b> Intra-Internal Charges 10000-7200100000			<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
			<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Jennifer L. Sargent*  
 Jennifer L. Sargent

County Executive Office Signature

Policy  
 Policy

Consent  
 Consent

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

Prev. Agn. Ref.: 3/13/07; 3.19

District: All

Agenda Number:

ATTACHMENTS FILED  
 WITH THE CLERK OF THE BOARD

3.17

Department of Facilities Management  
(Project Management Training-Approval of a Sole Source Agreement with the University  
of California Riverside Extension)

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**BACKGROUND:** (Continued)

The training program proved to be successful and has greatly benefited employees from several different county departments. These educational services continue to be needed as the department continues to handle highly complex and politically sensitive projects. The course provides project managers countywide with uniform procedures, tools, and methodologies to effectively and efficiently manage the large number of complex projects anticipated to be delivered on time, within budget, and within scope.

This is a request to enter into a sole source Memorandum of Understanding Agreement with the UCR Extension for the provision of Project Management courses for Facilities Management and county staff for a period of three years with an option to renew for two additional years. UCR will be providing a Project Management Certificated Program once per year for a maximum of thirty employees, and will provide Project Management Professional (PMP) Certification Review courses once per year for no more than fifteen employees in preparation of the PMP credential exam. UCR offers the only program in the region that helps prepare individuals for the PMP credential examination which helps further professionalize staff and is an industry standard. The Project Management Certificated Program consists of five core classes and one elective course. The Project Management Professional Certification Review course consists of twenty-four hours of instruction over a three day period.

Facilities Management has reviewed several available training options and determined that the Project Management Certificated Program and the Project Management Professional Review courses offered by UCR will provide the training necessary to equip project management staff with improved skills to meet the project demands facing the department and the county. Due to its proximity to the UCR campus, Facilities Management was able to negotiate a reduced rate by holding the classes on Facilities Management premises and provide more efficient use of staff time to attend. Additionally, UCR has tailored a specific program to meet the needs of the county.

Costs for these educational services have been included in the FY 08/09 budget. Thus, no additional net county costs will be incurred as a result of this agreement. The attached Memorandum of Understanding Agreement has been reviewed and approved by County Counsel as to legal form.