

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

829



FROM: Human Resources Department

SUBMITTAL DATE:
May 29, 2008

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

RECOMMENDED MOTION: Approve the proposed sole source purchase of training and materials from FranklinCovey without securing competitive bids in accordance with Ordinance 459.5 in the amount of \$150,000.00 in fiscal year 2008/2009.

BACKGROUND: Over the last several years, the County of Riverside has taken a highly proactive approach to preparing the organization for the impending future retirements of its more experienced executives, managers and supervisors through competency based training and development of future leaders. As part of the effort, the Human Resources Center For Government Excellence (CGE) implemented the Management Excellence Academy and Supervisory Excellence Academy, both of which are strategically designed to provide participants with practical skills that can be applied immediately.

(continued on page 2)

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 150,000.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2008/2009

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

C.E.O. RECOMMENDATION: APPROVE

BY:
Elizabeth J. Olson

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

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

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3.61

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, Auditor-Controller
 BY:
 Samuel A. King, Deputy
 Purchasing:
 Mark Seiler, Assistant Director

BACKGROUND continued

The requested materials will be purchased by CGE as part of the Management and Supervisory Academy. These charges will be reimbursed to the Human Resources Department budget from individual departments per enrollee.

PRICE REASONABLENESS:

The County of Riverside will receive the maximum discount offered to Government agencies, up to 30% of non-governmental pricing. The training certification and material fees are a value compared to other approaches on the market; in addition, the participant receives tools that are of the highest value for the money. They also guarantee our investment in trainer certifications and free trainer re-certification in the event that any certified trainer terminates employment and must be replaced.

Date: May 29, 2008
From: Ronald W. Komers
Asst. County Executive Officer/Human Resources Director

Department/Agency: Human Resources

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for FranklinCovey

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: Training and materials in the amount of \$150,000 in FY08/09. This amount is increased from FY07/08 due to the added business planned with DPSS, The Sheriff's Department and The District Attorney's office.

Supplier being requested: FranklinCovey

Alternative suppliers that can or might be able to provide supply/service: CGE staff have been certified to teach two FranklinCovey courses, "Seven Habits of Highly Effective Managers" and "FOCUS": Achieving Your Highest Priorities" in the Management and Supervisory Academies respectively. FranklinCovey is the only approved supplier of the training materials used in conjunction with its licensed programs.

Extent of market search conducted: The Human Resources Department has reviewed many Tactical Management and Time Management skills training programs and found the FranklinCovey programs to be the most effective, highly rated programs of their type.

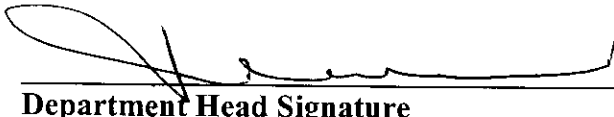
Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: In addition to being part of an integrated development system, the FranklinCovey "Seven Habits of Highly Effective Managers" and "FOCUS: Achieving Your highest Priorities" courses include core concepts both consistent with and built upon concepts currently taught in other powerful academy courses such as Crucial Conversations and Profession of Management.

Reasons why my department requires these unique features and what benefit will accrue to the county: The FranklinCovey courses build the competencies identified as necessary for Riverside County supervisors, managers and leaders to be effective in building and sustaining a high performance culture. Further, CGE staff have been certified to teach two FranklinCovey courses, "Seven Habits of Highly Effective Managers" and "FOCUS: Achieving Your Highest Priorities" in the Management and Supervisory Academies

respectively. Certification of county staff ensures the most cost effective method to deliver these courses as part of the Management and Supervisory Academies. FranklinCovey is the only approved supplier of the training materials used in conjunction with its licensed programs.

Price Reasonableness: The County of Riverside will receive the maximum discount offered to Government agencies, up to 30% of non-governmental pricing. The training certification and material fees are a value compared to other approaches on the market; in addition, the participant receives tools that are of the highest value for the money. They also guarantee our investment in trainer certifications and free trainer re-certification in the event that any certified trainer terminates employment and must be replaced.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No, however, we foresee an ongoing need through FY08/09 for training and materials related to delivering existing programs in our Management and Supervisory Academies.



Department Head Signature

6-2-08

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

6-03-08

Date



Platinum Tier Price Schedule

For Products with Price Changes Only—Not Complete Product Line

New Prices Effective September 1, 2007

"The 4 Disciplines of Execution" Team Work Session Participant Kit	\$98
"The 4 Disciplines of Execution" Manager Certification Participant Kit	\$258
"The 4 Roles of Leadership" Participant Manual	\$103
"The 7 Habits of Highly Effective People: Introductory Course for Associates" Participant Pack	\$69
"The 7 Habits for Healthcare (Introduction to)" Participant Manual	\$76
"The 7 Habits for Managers" Participant Kit	\$106
"The 7 Habits Maximizer" Participant Kit	\$37
"The 7 Habits of Highly Effective People Signature Program" Participant Kit	\$116
"The 7 Habits of Highly Effective People" 2.0 Participant Manual	\$98
"Building Business Acumen: What the CEO Wants You to Know" Participant Kit	\$98
"Building Trust" Participant Manual	\$56
"Championing Diversity" Participant Manual	\$64
"Focus: Achieving Your Highest Priorities" Participant Pack	\$56
"Focus: Achieving Your Highest Priorities for Microsoft® Outlook™" Participant Kit	\$71
"Focus: Achieving Your Highest Priorities for Microsoft Outlook with PlanPlus™" Participant Kit	\$140
"Focus: Achieving Your Highest Priorities for IBM Lotus Notes" Participant Kit	\$71
"Meeting Advantage" Participant Kit	\$108
"Presentation Advantage" Participant Kit	\$108
"Rethinking Stress" Participant Kit	\$90