

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

726



FROM: Human Resources Department

SUBMITTAL DATE:
September 26, 2008

SUBJECT: REQUEST FOR AN INCREASE IN SPENDING AUTHORITY FOR SKILLPATH TRAINING MATERIALS, A PREVIOUSLY APPROVED SOLE SOURCE VENDOR

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the increase to a sole source purchase previously approved with SkillPath, without securing competitive bids for a total annual amount of \$60,000, renewable for three additional one-year periods, in accordance with Ordinance 459.4; and
2. Authorize the Purchasing Agent to sign administrative amendments and execute the options to renew for an amount not to exceed the annual CPI rates.

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 that effort, the Human Resources Center for Government Excellence implemented

(Continued on Page 2)

Purchasing: *B. M. Comett*
 Billy Comett, Purchasing Manager
 Departmental Concurrence

[Signature]

Ronald W. Komers
Asst. Co. Executive Officer/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 30,000	In Current Year Budget:	
	Current F.Y. Net County Cost:	\$ 30,000	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 60,000	For Fiscal Year:	FY 08/09

SOURCE OF FUNDS: Additional cost will be offset by charges to participating departments	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *[Signature]*
Elizabeth J. Olson

County Executive Office Signature

Dept's Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: 3.23 on 5/15/07 | District: | Agenda Number:

3.21

BOARD OF SUPERVISORS

FORM 11: REQUEST FOR AN INCREASE IN SPENDING AUTHORITY FOR SKILLPATH TRAINING MATERIALS, A PREVIOUSLY APPROVED SOLE SOURCE VENDOR

PAGE 2

BACKGROUND (Continued)

the Supervisory Excellence Academy strategically designed to provide participants with practical skills that can be applied immediately. Increased business with other County of Riverside Departments such as Sheriff's, Public Defender, and DPSS requires us to increase the amount of material originally projected for FY 08/09.

Previously the Board approved a sole source on the 5/15/07 agenda, item 3.23 with SkillPath for \$30,000.00. Because of the added business with other County Department's, H.R. is in need of an increase of an additional \$30,000.00 totaling \$60,000.00 for FY 08/09. Moreover, this requested amount has been secured as cost recovery once the training has been delivered to the various county agencies.

The Human Resources Department Center for Government Excellence reviewed many Supervisory skills training programs and found the SkillPath program to be the most effective, highly rated program of its type. SkillPath has been in business for 18 years and has a well-established government client base.

SkillPath has highly customized this class specifically for the County of Riverside making the course uniquely suited to meet the development needs of new and seasoned Supervisors in Riverside County. This course was piloted in the Supervisory Academy earlier this year and received outstanding reviews. As a means to most cost effectively deliver this course on an ongoing basis, CGE staff was certified to deliver the class. However, SkillPath is the only approved supplier of the training materials used in conjunction with its licensed programs.

PRICE REASONABLENESS:

The County will receive the maximum discount offered to Government agencies. The materials fees are a value compared to other approaches on the market and the participants learning are of highest value for the money.