

PURCHASING & FLEET SERVICES  
 Lisa Brandl, Director

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

907



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
 May 11, 2016

**SUBJECT:** Request for Sole Source Purchase of Franklin Covey Training and Materials, for five years, renewable annually. [District-All] [FY 16/17-FY 20/21, \$175,000 annually] [Reimbursed from departmental budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Franklin Covey as a sole source vendor for the purchase of training and materials not to exceed \$175,000 per fiscal year; renewable in one year increments for up to five (5) years, FY16/17 - FY20/21.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel, to sign amendments that do not change the substantive terms of the agreement and sign amendments to the compensation provision that do not exceed 10% annually.

**BACKGROUND:**

Summary

Since 2006, the County of Riverside's COR Learning Center has taken a highly proactive approach in helping achieve success by developing effective individuals and teams who execute the organization's

Michael T. Stock  
 Asst. County Executive Officer/  
 Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 175,000	\$ 175,000	\$ 875,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> Reimbursed from individual department budgets.	<b>Budget Adjustment:</b>	No
	<b>For Fiscal Year:</b>	2016/17-2020/21

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

APPROVE

BY:   
 Lani Sioson

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**Prev. Agn. Ref.:** 3.38 04/23/13, 3.45 07/15/08  
 3.24 05/15/07

**District:** All

**Agenda Number:**

**3-25**

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Request for Sole Source Purchase of Franklin Covey Training and Materials, for five  
years, renewable annually. [District-All] [FY 16/17-FY 20/21, \$175,000 annually] [Reimbursed from  
departmental budgets]**

**DATE: June 7, 2016**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary (continued)**

mission through training, executive coaching, and both principle and competency based programs.

As part of this effort, COR Learning has researched many organizational development companies and continues to find Franklin Covey products and training as the most effective and highly rated programs of their type. Franklin Covey products have been adopted in a variety of ways throughout the County of Riverside, including the Management Excellence Academy, Supervisory Excellence Academy, and the Professional Assistants Academy. Products include: 5 Choices to Extraordinary Productivity, 7 Habits for Managers, 7 Habits Signature, Great Leaders, Speed of Trust, Writing Advantage, Live Clicks (online training modules), and future developed courses deemed important to achieve organizational goals.

Due to projected increases in course enrollments and nominal price increases, it is recommended to increase the Franklin Covey Training and Materials contract from \$150,000 to \$175,000 annually for the contract renewal beginning with FY 16/17 through FY 20/21. All costs are recovered from individual departments through reimbursement to the Human Resources budget.

COR Learning is able to offer cost efficient programs partially due to investing in the training certification of employees who teach Franklin Covey courses. By providing Franklin Covey training and materials in-house, the County of Riverside saves an average of \$500 per person in training costs alone. Courses are strategically designed to help achieve the organization's highest priorities by providing participants with the mind-set, skill-set, and tool-set required, unleashing the talents and capabilities of both individuals and teams.

**Impact on Residents and Businesses**

As a result of improved skills, enhanced effectiveness, and increased employee engagement among county employees who participate in Franklin Covey training programs, residents and local businesses will enjoy the benefits of better customer service and a more responsive public service workforce.

**Contract History and Price Reasonableness**

This is a five (5) year renewal of a contract which has been in place since 2006. The cost change recommendation from \$150,000 per year to \$175,000 per year will cover materials needed for projected increases in course enrollments and a nominal price increase. All costs are recovered from individual departments through reimbursement to the Human Resources budget.

The County of Riverside will receive the maximum discount offered by Franklin Covey of 20%. In addition, Franklin Covey recognizes their partnership with COR Learning by extending promotional discounts on training and materials. As a result, the County of Riverside saves thousands of dollars in training expenses each year.

Franklin Covey guarantees our investment in trainer certification and provides free re-certification in the event any certified trainer terminates employment.

**ATTACHMENTS:**

**A. Sole Source Justification**



**COUNTY  
ADMINISTRATIVE  
CENTER**

4080 Lemon Street, 7th Floor  
P.O. Box 1569  
Riverside, CA 92502  
Phone: 951.955.3510  
Fax: 951.955.3479  
TTY: 711

**MICHAEL T. STOCK**  
Asst. County Executive Officer/  
Human Resources Director

**Michael Bowers**  
Asst. Human Resources Director

**John Mooney, SPHR**  
Asst. Human Resources Director

**Nancy Taylor**  
Director of Leadership &  
Organization Development

**Jennifer Fuller, CPA**  
Deputy Human Resources Director

Date: May 11, 2016  
From: Mike Stock, Assistant CEO and Human Resources Director  
To: Board of Supervisors/Purchasing Agent  
Via: Jennifer Fuller, Deputy HR Director – (951) 955-3557  
Subject: Sole Source Procurement; Request for Franklin Covey

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.)*

- 1. Supplier being requested:** Franklin Covey, PO Box 25127, Salt Lake City, UT 84125-0127
- 2. Vendor ID: 5864**
- 3. Supply/Service being requested:** Training and materials.
- 4. Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** Franklin Covey is the only approved supplier of the training material used in conjunction with its licensed programs.
- 5. 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, Franklin Covey courses include core concepts both consistent with and build upon concepts currently taught in other powerful courses such as Crucial Conversations. Franklin Covey courses are strategically designed to help achieve the organization's highest priorities.
- 6. Reasons why my department requires these unique features and what benefit will accrue to the county:**  
Since 2006, the County of Riverside, COR Learning Center, has obtained training and materials from Franklin Covey. Franklin Covey courses build the competencies identified as necessary for County of Riverside managers, supervisors, and leaders to be effective in building and sustaining a high performance culture. COR Learning is able to offer cost-efficient programs partially due to investing in the training certification of employees who teach Franklin Covey courses. Franklin Covey guarantees our investment in trainer certification and provides free re-certification in the event any certified trainer terminates employment.

7. **Period of Performance:** From: FY 2016/17 to FY 2020/21  
 (total number of years)

Is this an annually renewable contract? No  Yes   
 Is this a fixed-term agreement: No  Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is not clause(s) to that effect, then the agreement must be submitted to the Board for approval.)

8. **Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	Total
<b>One-time Costs:</b>						
<i>Training and Materials</i>	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$875,000
<b>Ongoing Costs:</b>						
	0	0	0	0	0	0
<b>Total Costs</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>

\$ 875,000.00

9. **Price Reasonableness:**

The County of Riverside will receive the maximum discount of 20%. In addition, Franklin Covey recognizes their partnership with COR Learning by extending promotional discounts on training and materials. Furthermore, by providing Franklin Covey training and materials in-house, the County of Riverside saves an average of \$500 per person in training costs alone.

10. **Projected Board of Supervisor Date (if applicable):** \_\_\_\_\_

(Form 11s must accompany the sole source request for Purchasing Agent approval.)



MICHAEL T. STOCK

5/12/2016

Department Head Signature  
(or designee)

Print Name

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 175,000.00 One time Annual Amount through June 30, 2021  
 (Date)

Ann. Brundell 5/31/16

16-559

Purchasing Agent

Date

Approval Number  
(Reference on Purchasing Documents)

List Attachments:

*Handwritten initials and date*  
5/12/16