

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E15950**

**Background:**

<b>User Department:</b>	Department of Employee Relations (DER)
<b>Purchasing Agent:</b>	Cassandra Fawley
<b>Contract Description:</b>	Vendor Service Contract for Learning Management System
<b>Vendor Name and Location:</b>	Media Partners Corporation (Bellevue, WA)
<b>Contract Term:</b>	03/23/2018 through 03/22/2019 with the option to extend for two (2) additional one (1) year periods, upon mutual agreement
<b>Requisition # and Date Received:</b>	16692 & 03/19/2019
<b>Original Contract Amount:</b>	\$48,000.00
<b>Expenditures to Date:</b>	\$48,000.00
<b>Current Contract Amount:</b>	\$48,000.00

**Purpose of Amendment:**

The purpose of this amendment is to increase the estimated contract total of the Department of Employee Relations' Vendor Service Contract for Renewal of the Media Partners plus full library by \$19,994.00 from \$48,000.00 to \$67,994.00 and to extend the contract for a period of one (1) year from 03/23/2019 through 03/22/2020 exercising the first (1<sup>st</sup>) of two (2) options to extend for an additional one (1) year period, upon mutual agreement.

**Background:**

In February 2018, as a result of sexual harassment allegations in the workplace, there was a comprehensive update of the City's Anti-Harassment Policy. Under directives from the Mayor and the Common Council, the DER was directed to provide training for approximately 3,300 employees that would facilitate and deliver content regarding the expectations set forth by the updated policy. DER observed the programs currently in place at Milwaukee County, the University of Wisconsin - Milwaukee, and the University of Wisconsin - Madison and learned that the most effective utilized method for providing this training as a large employer was through the utilization of a learning management system (LMS). Quotes were sought from three vendors and Media Partners Corporation's LMS offered the least costly solution. Additionally, the LMS provides training courses across multiple categories – including sexual harassment, accountability, management, and supervisory training content – while allowing users to customize this information for their own training purposes.

Furthermore, in addition to continuing to use this program for training new employees regarding the Anti-Harassment Policy, DER intends to review courses offered through Media Partners Plus LMS that provides content that will benefit new supervisors, new human resources employees, and employees throughout the City's departments. Lastly, DER intends to work with each department's human resources representative to ensure that employees are aware that this platform is available for use.

**History of Contract Amendments:**

<b>Date</b>	<b>Item</b>	<b>Term</b>	<b>Cost</b>
03/23/2018	Original Contract – Vendor Service Contract for Learning Management System	03/23/2018 through 03/22/2019	\$48,000.00
<b>Pending</b>	<b>Amendment #1</b> – Increase the estimated contract total by \$19,994.00 from \$48,000.00 to \$67,994.00 and extend the contract for a period of one (1) year from 03/23/2019 through 03/22/2020.	03/23/2019 through 03/22/2020	\$19,994.00
<b>Total (including the pending amendment)</b>			<b>\$67,994.00</b>

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City Purchasing Director

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Date