



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** September 13, 2022
FROM: Jane Christenson, Acting County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: Learning Management System – Cornerstone OnDemand, Inc.

ACTION REQUESTED

Approve an increase to contract number SCN100183 with Cornerstone OnDemand, Inc., of Santa Monica, CA for learning management system software and implementation services in the amount of \$28,000.00 for a revised maximum amount of \$448,000.00 through June 30, 2023.

Authorize the Purchasing Manager to sign all related documents.

BACKGROUND

On June 5, 2018, your Board approved the award of a contract with Cornerstone OnDemand, Inc. of Santa Monica, CA as a result of competitive RFP No. 10670 in the maximum amount of \$420,000.00 for the acquisition of a learning management system software and implementation services. The system provides online, on-demand training solutions for County employees. It includes student registration and administration, training event management, curriculum and certification management, skill and competency management, reporting, and training record management.

The current contract with Cornerstone is effective through June 30, 2023. The Information Technology Department is managing this project and has identified a need to purchase additional licenses to enable non-county employee (contingent workers, volunteers, and community members) to access training through the Cornerstone system. The additional licensing is primarily needed by the Health and Human Services Department, the Sheriff's Office, and the Business Resource Center operated by Economic Development. An increase of \$28,000.00 is necessary to cover the additional cost for these licenses. The cost of additional licenses is fully funded and reimbursed through the Information Technology Department's FY2022-23 budget and charging methodology.

The requested increase exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with an amendment to increase the current agreement by \$28,000.00 to a new maximum amount of \$448,000.00 through June 30, 2023.

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FISCAL IMPACT

The total cost of the amended contract is \$448,000.00. Funding for this contract is available in the FY2022-23 IT budget (CC01004 – Information Technology Services).

ATTACHMENTS

None