


CITY COUNCIL ACTION REQUEST

DEPARTMENT(S) Human Resources	CEQA Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	COORDINATION City Attorney’s Office, City Manager’s Office, City Manager’s Budget Office	Director Approval /s/ Jennifer Schembri
COUNCIL DISTRICT(S) Citywide			CMO Approval  11/25/24

SUBJECT: First Amendment to the Master Consultant Agreement with Gravity Learning LLC

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute a First Amendment to the Master Consultant Agreement with Gravity Learning LLC, for training and organizational development services, increasing the amount of compensation by \$250,000 for a total compensation amount not to exceed \$570,000 with each service order, subject to appropriation of funds.

BASIS FOR RECOMMENDATION

In April 2022, the Human Resources Department conducted a Request for Proposals to solicit training consultants to deliver training and organizational development services Citywide. The Human Resources Department selected 39 consultants, including Gravity Learning LLC, to provide these services.

Since entering into an agreement with Gravity Learning LLC, it has designed and delivered 12 training programs to staff across the City. Topics for its trainings include Diversity, Equity, and Inclusion; leadership skills; meeting design and facilitation; and essential skills training.

The contract amount with Gravity Learning, LLC has reached the maximum compensation amount of \$320,000. The current term of the contract is from September 28, 2022 through June 30, 2026.

The Human Resources Department anticipates that additional training and organizational development services will be necessary, and Gravity Learning LLC may be selected to perform these services. The estimated cost for services may range between \$5,000 to \$35,000 per program.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE

The recommended amendment to this Master Agreement with Gravity Learning LLC increases maximum potential compensation by \$250,000. Incurred service costs will be managed by authorized service orders, up to the approved maximum. Costs incurred for these authorized service orders will be supported by the recipient departments, funded from existing appropriations, or subject to the future appropriation of funds by the City Council. Future funding is subject to availability and may be recommended for City Council consideration in future budget modification or development processes.

FOR QUESTIONS CONTACT: Jennifer Schembri, Deputy City Manager, City Manager’s Office, Jennifer.schembri@sanjoseca.gov