



CITY COUNCIL ACTION REQUEST

Department(s): Human Resources	CEQA: Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.	Coordination: City Attorney’s Office, City Manager’s Budget Office	Dept. Approval: 
Council District(s): Citywide			CMO Approval:  8/2/23

SUBJECT: AMENDMENT TO CONSULTING AGREEMENT WITH SAFETY COMPLIANCE MANAGEMENT FOR CITYWIDE REGULATORY/PROGRAM SPECIFIC SAFETY TRAINING

RECOMMENDATION:
Adopt a resolution authorizing the City Manager or designee to negotiate and execute a First Amendment to the Consulting Agreement with Safety Compliance Management, for Citywide regulatory/program specific safety training, increasing the amount of compensation by \$200,000 for a total compensation amount not to exceed \$575,000 subject to appropriation of funds.

BASIS FOR RECOMMENDATION:
In August 2021, the Human Resources Department conducted a Request for Proposals to identify vendors for Citywide regulatory/program specific safety training. On November 30, 2021, City Council approved a resolution authorizing the City Manager to negotiate and execute an agreement with Safety Compliance Management (SCM). The resulting agreement has an initial term of January 1, 2022 through December 30, 2024, with two options to extend annually through December 30, 2026. Total compensation was not to exceed \$225,000 for the initial three-year term and a total amount not to exceed \$75,000 for Option 1 and \$75,000 for Option 2. With the proposed recommended increase, total compensation would change to not to exceed \$325,000 for the initial three-year term with a total amount not to exceed \$125,000 for Option 1 and \$125,000 for Option 2 for a maximum total amount of compensation not to exceed \$575,000, subject to annual appropriation of funds.

The contract amount with SCM is close to reaching the maximum compensation amount of \$225,000 for the initial term. Approximately \$200,000 in total has been utilized by departments including Parks, Recreation and Neighborhood Services, Transportation, Library, Human Resources, and Environmental Services. Since entering into this agreement, there has been a high demand for the regulatory training programs offered by SCM. In particular, Environmental Services Department conducts a large number of regulatory safety trainings through SCM and spent \$70,000 in FY 2021-2022; \$90,000 in FY 2022-2023 and estimates spending \$65,000 in FY 2023-2024. Due to the number of regulatory trainings needed by Environmental Services Department and other departments, the amendment to this agreement will provide the City the ability to utilize SCM to conduct regulatory/program specific safety training.

Commission Recommendation/Input: No commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE:
Services performed by SCM under the continuation of this agreement will be authorized by individual departments. An appropriation is not required for the agreement but is required for each training authorized under this agreement. Costs incurred for authorized trainings for FY 2023-2024 will be funded by the Non-Personal/Equipment appropriation for the department that is utilizing the service, subject to the appropriation of funds by the City Council.

FOR QUESTIONS CONTACT: Eric Fortes, Division Manager, Human Resources, (408)975-1418