

CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Human Resources	CEQA Not a Project, File No. PP17-003, Agreements/ Contracts (New or Amended) resulting	COORDINATION City Attorney's Office, City Manager's Office and the City Manager's Budget Office.	Director Approval  Aram Kouyoumdjian
COUNCIL DISTRICT(S) Citywide	in no physical changes to the environment.		CMO Approval  8/12/25
SUBJECT: Amendment to the Master Agreement with Change Agents Training, 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 Change Agents Training, 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 (RFP) to solicit training consultants to deliver training and organizational development services Citywide. The Administration selected 39 consultants, including Change Agents Training, LLC, to provide these services. Change Agents Training, LLC has been engaged by the Planning, Building and Code Enforcement Department and the Human Resources Department for training programs and consulting services, including a unique innovation program aimed at improving process efficiency. Also, the Housing Department has engaged Change Agents Training, LLC for both the delivery of several Innovation Academies and for consulting support around improving their system processes. The Housing Department's collaboration with Change Agents Training, LLC has totaled \$142,000. The current maximum amount of compensation in the agreement with Change Agents Training, LLC is \$320,000 and has been reached. The current term of the agreement is from September 28, 2022, through June 30, 2026, with an option for two one-year extensions. The Administration anticipates additional departmental requests for training and organizational development services, and that Change Agents Training, LLC may be selected to perform these services within the term of the Agreement. Estimated costs for services range between \$6,000 to \$24,000 per order.			
COMMISSION RECOMMENDATION AND INPUT			
No commission recommendation or input is associated with this action.			

COST AND FUNDING SOURCE
This recommended amendment to the Agreement with Change Agents Training, LLC will increase not-to-exceed compensation by \$250,000, to be authorized by service orders funded by the requesting department(s). Costs incurred for authorized service orders will be supported by existing Non-Personal/Equipment appropriations to the department(s) utilizing the service, subject to the appropriation of funds by the City Council. Any corresponding budget adjustments will be brought forward for City Council consideration through future budget development and modification processes, as needed.
FOR QUESTIONS CONTACT: Aram Kouyoumdjian, Human Resources Director at Aram.Kouyoumdjian@sanjoseca.gov