



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6g

ACTION ITEM

Date of Meeting April 14, 2020

DATE: April 3, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Katie Gerard, Senior Director, Human Resources

SUBJECT: Learning Management System Contract Authorization (Short Form)

Amount of this contract: \$840,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for a Port-wide Learning Management System. The contract will be executed for up to a ten-year period and an estimated value of \$840,000.

SUMMARY

Port of Seattle employees use a Learning Management System (LMS) to track, manage, automate, and measure various forms of learning and compliance training. Our current system, implemented in 2009, has had a positive impact on employee professional development and provided a vehicle for ensuring critical training on security, safety, and code of conduct topics.

This contract, procured through a competitive process, will include new developments in learning management technology to better cater to specific learning needs. The new system will be able to support active engagement and provide robust administration and reporting capabilities. While the contract is for a ten-year period, it will be negotiated to contain an exit option should business or product strategies change over the course of the contract term. The current contract, which has already been extended once, expires in March 2021.

No funds are authorized as part of this request. Annual costs will be budgeted in the Human Resources Operating Budget. A small capital project has been approved for implementation of the new system.

There are no attachments to this memo.