

AGENDA



Thursday, November 1, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 32**

Subject: Authorize execution of a 16-week Interlocal Agreement with AUSTIN COMMUNITY COLLEGE, Austin, TX, to provide training to Public Works employees in the Job Forward Program for a total contract amount of \$21,100.

Amount and Source of Funding: Funding is available in the Fiscal Year 2007-2008 Operating Budget of the Public Works Department.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Stephen T. Aden, Supervising Senior Buyer, 974-2021.

Purchasing Language: Interlocal Agreement.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 791 of the Texas Government Code and no goals were established for this solicitation.

This Interlocal Agreement with Austin Community College is to provide 16 weeks of training to the Public Works Department as part of the JobForward Written Communications and Mathematical Skill Development Program.

JobForward is an educational program designed to assist Public Works Street & Bridge employees to advance their careers and improve their current job performance. Internally promoted employees require less training and are immediately productive team members. The program aims to save money by reducing costly material calculation errors and enabling existing staff to professionally respond to citizen contacts, such as 3-1-1 CSR's.

Training will consist of training in mathematics, reading, and writing.

The services to be provided will consist of the following:

- Word Keys Assessment for 60 employees (needed to determine existing knowledge)
- Essential Skills Training (English Group of 30 employees and Math Group of 30 employees - 3 hours per week for 16 weeks)
- Customization for Public Works Requirements

This is a test program and after the initial 16 weeks the department may want to extend this agreement indefinitely provided that funding is available in present and future budgets.