

AGENDA



Thursday, July 24, 2008

Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION

Item No. 68

Subject: Authorize award, negotiation, and execution of a 12-month Interlocal Agreement with THE UNIVERSITY OF TEXAS PROFESSIONAL DEVELOPMENT CENTER, Austin, TX, for business analysis and project management related training in an estimated amount not to exceed \$37,500, with one 12-month extension option in an estimated amount not to exceed \$37,500, for a total estimated contract amount not to exceed \$75,000.

Amount and Source of Funding: Funding in the amount of \$37,500 is included in the Fiscal Year 2007-2008 Operating Budget of the Financial and Administrative Services Department, Communications and Technology Management. Funding for the extension option is contingent upon available funding in future budgets.

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

For More Information: Mick Osborne, Specialist Sr. Buyer /974 2995

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 is for The University of Texas Professional Development Center (UT PDC) to conduct business analysis and other project management related training for The Project Office of the Communication and Technology Management (CTM) Department. The agreement includes the cost of obtaining the instructor for the seminar, course materials, visual aids, and end-of-course certificates for up to 25 participants. This training is designed to give a foundation in:

- Enterprise analysis
- Requirements planning and management
- Requirements elicitation
- Requirements analysis and documentation
- Requirements communication
- Solution assessment and validation
- Process mapping
- Project communications
- Project leadership

As a result of this training, employees will acquire skills, techniques and tools such as:

- Understanding and defining organizational need
- Gathering the information needed to clearly define project requirements
- Documenting requirements for use by all stakeholders
- Analyzing, verifying, and validating requirements

- Creating a framework for successful requirements management and communication
- Creating a framework for successful project management and communication
- Identifying communication styles and effective leadership strategies for leading projects
- Identifying communication challenges and how to effectively handle difficult situations

UT PDC is a leader in providing professional development training locally, statewide and nationally, and is an International Institute of Business Analysis (IIBA™) endorsed education provider, as well as a Project Management Institute (PMI) endorsed education provider. The City of Austin will directly benefit from UT PDC's on-site training for business analysis and other project management related training because accurate requirements and communications management are critical components of successful software projects. Educating internal Business Analysts who can gather, assess, and validate requirements and who can communicate well with numerous stakeholders, can drive City projects to successful conclusions. In addition, educating and certifying internal Project Managers who can effectively lead teams, build consensus and manage projects can also drive City projects to successful conclusions. This on-site, tailored training will allow the City to continue to invest in its information technology workforce and will facilitate successful software project management at a cost savings resulting in a positive return on investment.