

AGENDA



Thursday, December 16, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 54**

Subject: Authorize award and execution of a 24-month requirements supply contract with ENLIGHTENED-LEADERS, LLC, Austin, TX for the purchase of training kits for the Crucial Conversations Training Program in an estimated amount not to exceed \$252,000, with two 12-month extension options in an estimated amount not to exceed \$126,000 per extension option, for a total estimated contract amount not to exceed \$504,000. Enlightened-Leaders, LLC, is the single source vendor.

Amount and Source of Funding: Funding in the amount of \$105,000 is available in the Fiscal Year 2010–2011 Operating Budgets of various City Departments. Funding for the remaining 14 months of the original contract period and extension options 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: Steve Aden, Purchasing Manager, 974-2021.

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). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the supply of training kits that are part of the Crucial Conversations Training Program currently active throughout all departments of the City. The Crucial Conversations is a 16-hour communications skills program that focuses on developing dialog and establishing mutual trust in “crucial” situations. To date, more that 200 employees have been trained and the City now has almost 20 certified instructors to train within the departments.

Purchasing the kits individually would cost \$225 each, whereas purchasing these in blocks of 100 will result in a unit cost of \$180 each for a savings of \$45 per kit.

VitalSmarts is the sole manufacture of these kits and Enlightened Leaders, LLC is its only authorized representative for distribution of products and services within Central Texas.