

December 6, 2022

C-18

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a Master Service and License Agreement, and any necessary documents including any necessary subsequent amendments, with Cypherworx, Inc., a corporation organized and existing under the laws of New York State, to provide a customized learning content management system, in a total amount not to exceed \$13,407, for a period of one year. (Citywide)

DISCUSSION

City Council approval is requested to enter into an agreement with Cypherworx, Inc. (Cypherworx), to provide a customized learning content management system (LCMS) to deliver online training courses and content to Parks, Recreation and Marine Department (PRM) staff. Cypherworx has expertise in developing, manufacturing, and distributing computer software and related products and services. Cypherworx will also provide hosting and customer service, along with unlimited access to the California School-age Consortium (CalSAC) catalog of online training courses including access to reports, course assignments, learning paths, assessments and surveys. The CalSAC is the leading organization that provides training, leadership development, and other resources to agencies and professionals in the out-of-school time field. This agreement will provide PRM staff with unlimited access to (CalSAC) catalog of online training courses and access to reporting, course assignments, learning paths, assessments, and surveys.

Cypherworx provided a ten percent discount as part of an opportunity drawing presented at an education conference which PRM staff attended along with the Long Beach Unified School District (LBUSD) and other After-School program service providers. Cypherworx is the only vendor that can connect PRM to the CalSAC training modules. PRM was selected as the recipient of the discounted services, which will benefit PRM in the training of staff.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process but allows for awards without a competitive bid process when authorized by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Anita Lakhani on November 9, 2022, Purchasing Agent Michelle Wilson on November 2, 2022, and by Budget Analysis Officer Greg Sorensen on November 10, 2022.

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TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on December 6, 2022, to ensure the agreement is in place expeditiously.

FISCAL IMPACT

The total annual amount of the agreement will not exceed \$13,407. Sufficient appropriation is budgeted in the General Grants Fund Group in the Parks, Recreation and Marine Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



BRENT DENNIS
DIRECTOR
PARKS, RECREATION AND MARINE

ATTACHMENT - Resolution

APPROVED:



THOMAS B. MODICA
CITY MANAGER

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE AN MASTER SERVICE AND LICENSE AGREEMENT WITH CYPHERWORX, INC., TO PROVIDE CUSTOMIZED LEARNING CONTENT MANAGEMENT SYSTEM AT FACILITIES FOR PARK, RECREATION AND MARINE DEPARTMENTS, FOR A TOTAL ANNUAL CONTRACT NOT TO EXCEED \$13,407, AT THE DISCRETION OF THE CITY MANAGER

WHEREAS, the City desires to provide online training courses to staff for Park, Recreation and Marine Department ("PRM"); and

WHEREAS, Cypherworx, Inc., of New York is a leading organization that provides training, leadership development and other resources to agencies and professionals in the out-of-school time field; and

WHEREAS, Cypherworx, Inc., has expertise in the development, manufacture and distribution of computer software and related products and services and will provide hosting and customer service which would provide PRM staff with unlimited access to California School-Age Consortium ("CaISAC") catalog of online training courses and access to reporting, course assignments, learning paths, assessments and surveys; and

WHEREAS, Cypherworx, Inc. is the only vendor that can connect PRM to the Long Beach Unified School District's training modules; and

WHEREAS, if the City had to utilize a formal bid process, considerably more funds would be required.

NOW, THEREFORE, the City Council of the City of Long Beach resolves as

1 follows:

2 Section 1. The above recitals are true and correct and are incorporated
3 herein by this reference.

4 Section 2. The City Manager or designee is hereby authorized to enter a
5 contract with Cypherworx, Inc. to provide a customized learning content management
6 system for the PRM department in an amount not to exceed Thirteen Thousand Four
7 Hundred and Seven Dollars (\$13,407) for a one-year period.

8 Section 3. This resolution shall take effect immediately upon its adoption
9 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

10 I hereby certify that the foregoing resolution was adopted by the City
11 Council of the City of Long Beach at its meeting of _____, 2022,
12 by the following vote:

13
14 Ayes: Councilmembers: _____

15 _____

16 _____

17 _____

18 Noes: Councilmembers: _____

19 _____

20 Absent: Councilmembers: _____

21 _____

22 Recusal(s) Councilmembers: _____

23 _____

24
25
26 _____
27 City Clerk
28