



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: March 21, 2017
SUBJECT: Halogen Software, Inc., Employee Training Data
FROM: Todd Leopold, County Manager; Bryan Ostler, Interim Deputy County Manager; Benjamin Dahlman, Finance Director; Kim Roland, Purchasing Manager
AGENCY/DEPARTMENT: Training and Development Division of the County Manager's Office
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves Addendum Two with Halogen Software, Inc., to obtain employee training data for the Training and Development Division

BACKGROUND:

One of the core goals of the Training and Development Division is to accurately track and manage the success of the employee training program. In order to do this, it is necessary to obtain data such as the number of classes offered, employee attendance and class ratings for each course. Additionally, in order to create an easily viewable catalog for employees to utilize, there needs to be data available on all classes offered, including their dates and times and the course descriptions.

The Performance Management Software System from Halogen Software, Inc., in its current format, cannot provide any of the above mentioned data without having to perform tedious manual extraction from several different data sources, which is cumbersome and inefficient. In order to overcome this limited reporting, Halogen Software, Inc., will customize a monthly report that will provide the necessary data to track employee training and educational courses.

The Training and Development Division staff is recommending that Addendum Two be approved with Halogen Software, Inc., at the fair and reasonable not to exceed amount of \$1,750.00, bringing the total contract value to \$242,339.08.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Training and Development Division of the County Manager's Office

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

Fund: 00001**Cost Center:** 1015

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7562		\$124,950
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$124,950

New FTEs requested: ☐ YES ☐ NO**Future Amendment Needed:** ☐ YES ☐ NO**Additional Note:**