**Fiscal Impact Statement**

*Updated 1/29/2020 to satisfy City Code §219.07*

|  |  |
| --- | --- |
| ***Department*** | OMB |
| ***Preparer*** | Patrick Cornell |
| ***Standing Committee Representative*** | Patrick Cornell, Assistant Director; Brandon Walton, Fleet Services Manager |
| ***Type of Legislation*** | Contract Authorization |

**Description of Legislation**

This resolution will authorize the City to enter into an Agreement or Agreements with the National Traffic Safety Institute for a driver training e-learning system.  
  
Specific course offerings will include: distracted driving, impaired driving, defensive driving, accident avoidance, and driving in inclement weather conditions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Total Cost*** | $ 31,500.00 | | | |
| ***Frequency of Expenditure*** | One-Time | | Multi-Year | |
| ***Funding Source*** | Operating | Capital | Grant | Trust Fund |
| ***Is this item budgeted?*** | Yes | | No | |

**JDE Account Information**

2022: $10,500.00 from 11101.102200.53.53901.2022  
2023: $10,500.00 from 11101.102200.53.53901.2023  
2024: $10,500.00 from 11101.102200.53.53901.2024

**Additional Operational Costs**

n/a

**Impact on City Revenue**

n/a

**If the resolution authorizes a professional services contract, complete this page:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Method of Procurement***  *Select one.* | RFP | Signed Waiver from OMB | Amendment to Existing Contract  *Do not fill out the rest of the form.* |

**Name of Vendor and Award Justification**

National Traffic Safety Institute:  
AWARDEE IS ABLE TO PROVIDE A COMMERCIAL-OFF-THE SHELF E–LEARNING DRIVER TRAINING SYSTEM. THE TRAINING SYSTEM WILL BE REQUIRED TO COMPLETE VIDEO MODULES ON EACH INDIVIDUAL TOPICS AND MUST PASS A 5-10 QUESTION QUIZ FOR COMPLETION. NTSI ARE INDUSTRY EXPERTS IN DRIVER SAFETY AND CONTINUALLY UPDATE MODULES TO IMPLEMENT INDUSTRY BEST PRACTICES.

**Other Respondents**

The awardee was the only respondent

**Selection Criteria**

Firm’s Qualifications, Experience and References (20 points)  
Qualifications of Team (20 points)  
Project Approach and Plan (30 points)  
Cost Proposal (30 points)

**Selection Committee Representation**

Equipment Leasing Authority  
Office of Management and Budget

**Waiver Justification**

n/a

**EORC Synopsis**

n/a, under dollar threshold

|  |  |  |
| --- | --- | --- |
| ***Date Presented at EORC:*** Insert date. | Approved | Not Approved |

*Per §219.07 of the City Code, you* ***must*** *include an electronic copy of the solicitation or your signed waiver with your submission to the Office of Management and Budget.*

**Attachments**

* *Please attach any additional documents and/or exhibits.*