**701**

**Fiscal Impact Statement**

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

|  |  |
| --- | --- |
| ***Department*** | Innovation & Performance |
| ***Preparer*** | Dolly Bellhouse |
| ***Standing Committee Representative*** | Heidi Norman, Dolly Bellhouse |
| ***Type of Legislation*** | Contract Authorization |

**Description of Legislation**

This is a continuation of an existing service – Planet Technologies’ Evolve 365 which provides over 40,000 short learning videos for all Microsoft tools and applications. The Evolve library is updated weekly keeping the material current for staff use. The ability to access to desktop training has been particularly valuable for staff as they have been adjusting to new tools and techniques required for remote work. .

|  |  |
| --- | --- |
| ***Total Cost*** | $ 27,000 |
| ***Frequency of Expenditure*** | [x]  One-Time | [ ]  Multi-Year |
| ***Funding Source*** | [x]  Operating | [ ]  Capital | [ ]  Grant | [ ]  Trust Fund |
| ***Is this item budgeted?*** | [x]  Yes | [ ]  No |

**JDE Account Information**

2016 11101.103000.53.5309.2016 $133,000.00

2017 11101.103000.53.5309.2017 $ 35,000.00

2018 11101.103000.53.5309.2018 $ 35,000.00

2019 11101.103000.53.5309.2019 $ 35,000.00

2020 11101.103000.53.5309.2020 $ 30,000.00

2021 11101.103000.53.5309.2021 $ 27,000.00

**Impact on City Revenue**

This will not directly impact City Revenue. This training service puts Microsoft training at staff’s fingertips. It can help staff get an immediate answer to a Microsoft feature that is new to them thus saving their time and the time of the Service Desk staff while allowing them to grow their capability to continually improve their service to residents.

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

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

**Name of Vendor and Award Justification**

List the name of the awarded vendor and its qualifications.

**Other Respondents**

List the other respondents. If there were none, clearly state that.

**Selection Criteria**

Describe the selection or scoring criteria.

**Selection Committee Representation**

List the department(s) or bureau(s) represented on the committee. Do not list individual names.

**Waiver Justification**

If a waiver was granted, explain the justification.

**EORC Synopsis**

Insert synopsis that was presented.

|  |  |  |
| --- | --- | --- |
| ***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.*