



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 20, 2022

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: PURCHASE OF HARASSMENT PREVENTION TRAINING SUBSCRIPTIONS FROM KANTOLA TRAINING SOLUTIONS, LLC FOR SERVICE FROM SEPTEMBER 1, 2022, THROUGH AUGUST 30, 2025, IN AN AMOUNT NOT TO EXCEED \$36,980

ISSUE:

Authorize the purchase of online Harassment Prevention training from Kantola Training Solutions, LLC in the amount of \$18,740 in Year 1 and \$18,240 in Year 3, for training to be assigned to employees between September 1, 2022, and August 30, 2025.

RECOMMENDATIONS:

That the City Council:

1. Approve the agreement and the purchase of harassment prevention training subscription, in an amount not to exceed \$36,980 for service from September 1, 2022, to August 30, 2025; and
2. Authorize the City Manager, or designee, to execute all documents pursuant to the proposed purchase, including the ability to make minor non-substantive changes.

BACKGROUND:

The Human Resources Department administers mandated Harassment Prevention training to all employees every two years as a requirement of California AB1825. The Human Resources Department is seeking to replace its previous harassment prevention training vendor with Kantola Training Solutions. Kantola's online harassment prevention training offers best-practice, interactive e-learning modules. There are two versions available for California employers: a non-supervisor program and a supervisor program, and the training is accessible from computers, laptops, smart phones, and tablets. Kantola's administration module allows the City to assign training to employees according to their organization level, provides us with a dashboard to view the number of employees who have completed the training, and their percent completion rate if they have not yet completed the training. The system will automatically send training reminders and will allow staff to track an employee's next training due date so that the department can maintain compliance into the future. The system offers robust reporting capabilities which will help communicate employee completions to each Department. Additionally, Kantola offers a Diversity,

Equity and Inclusion (DEI) module with a tone that is closely aligned to the culture the City is trying to foster.

DISCUSSION:

The Human Resources Department explored various ways to deliver this training. After further review, it was determined that online training is the most cost- and time-efficient way to provide training to our employees. If this training was offered in-person, over 100 two-hour training sessions would need to be delivered at a cost exceeding \$33,000 to contract with an outside trainer.

Quotes were obtained from four vendors, all providing similar services:

- Traliant: \$12,285
- Compliance Training Group: \$12,998
- ELI, Inc: Civil Treatment Program: \$87,500
- Kantola, LLC: Year 1: \$18,740

Kantola was selected because the training is built using best practice eLearning standards, and the tone of the training is aligned with the culture the City of Riverside is trying to foster amongst employees. Further, Kantola offers a Diversity, Equity, and Inclusion (DEI) online training module with an inclusive tone, also closely aligned with the City's strategic goals. This DEI training could easily be added at some point in the future when the City is ready to expand training on DEI .

Section 702(i) of Purchasing Resolution 23812 allows for an exception to competitive procurement stating that; "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(i) When the Procurement is subject to Section 403 of this Resolution". Section 403 of the Purchasing Resolution states that "Competitive Procurement shall not be required for Information Technology software maintenance and license renewals; training; advertising; or professional recruitment services where the Manager is satisfied that the best price, terms and condition for the Procurement thereof have been negotiated."

The Purchasing Manager concurs that the recommendation to approve the agreement is in compliance with Purchasing Resolution 23812.

STRATEGIC PLAN ALIGNMENT:

This program supports **Strategic Priority 5 – High Performing Government**, specifically **Goal 5.2** to utilize technology to increase efficiencies... and ensure services are accessible and distributed equitably. It further contributes to **Goal 5.5**, to foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the city organization.

This program aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This program builds community trust by fostering a culture of respect amongst employees and fulfills our obligation under AB1825.
2. **Equity** – Because this training is delivered online, it can be delivered equitably to all employees regardless of work location, work schedule, or telecommuting status.

- 3. Fiscal Responsibility** – Providing this mandated training to employees helps the City limit its liability in Harassment claims made by its employees, thus acting in a fiscally responsible manner. Further, by delivering the program proactively, we are reinforcing positive behaviors that will help us mitigate risk, and potentially lower the number of employee harassment claims. Additionally, delivering online mandated training is more cost-effective and time-efficient than delivering this type of training in-person.
- 4. Innovation** – As City staff has moved to a hybrid approach to work through the pandemic, offering online training helps with adapting to the changing work environment.
- 5. Sustainability & Resiliency** – Fostering a culture of civility and respect and providing a respectful workplace to all employees will assist in building resiliency in our work culture that will sustain us into the future.

FISCAL IMPACT:

The fiscal impact of this purchase is \$36,980 for FY 2022 - 2025. Sufficient funding is budgeted and available in the General Fund, HR-Administration, Citywide Employee Training expenditure account number 2100000-452004. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

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| Prepared by: | Rene Goldman, Human Resources Director |
| Certified as to availability of funds: | Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer |
| Approved by: | Rafael Guzman, Assistant City Manager |
| Approved as to form: | Phaedra A. Norton, City Attorney |