



COMMISSIONERS COURT CONTRACT FORM

CONTRACT SUMMARY

Approve and authorize the County Judge to sign the training services agreement between the County of El Paso and the Graceland College for Professional Development DBA Skillpath to provide training sessions to the employees of the County. Contract No. 2021-0091. Funding is available in GF-HR-OP-TRAINING HR.

ADDITIONAL BACKGROUND:

The County of El Paso is committed to creating and retaining a professional and effective workforce. During budget hearings for FY2019, Commissioners Court set aside funding for professional development for County employees, which is one of the County's top priorities under its Professional and Effective Organization goal - County Management/Employee Training Development: Program Expansion and Funding (19.PEO.02).

The purpose of the Agreement is to provide the County of El Paso with external training services for employees in a virtual presentation and participatory style format on relevant supervisory, communication, and professional development topics. The Agreement covers six (6) trainings and seminars during fiscal year 2021. The six (6) trainings provided by SkillPath will reach up to 1200 employees, each for an average cost of \$25.00/attendee. Based on our current needs in 2021 we chose the selected topics listed below:

- 1) Successfully Managing Remote Workers
- 2) Balancing Your Work Priorities and Life Responsibilities
- 3) Breakthrough Critical Thinking and Problem Solving
- 4) Embracing Change
- 5) Coping With Workplace Stress
- 6) Time and Task Management for Busy People

Due to the current restrictions on group gatherings, all six of the trainings will be presented in a virtual capacity via a zoom link provided by the vendor.

Services Agreement 2021-0091 has been reviewed by the County Attorney's Office.

FISCAL IMPACT:

Estimated expenses not to exceed \$30,000 annually, funds are available in COGF-1000-0000000-431-10-11100-0001-00000-600814-

PRIOR COURT ACTION:

March 11, 2019 - Item 3K Commissioners Court approved Agreement between the County of El Paso and Graceland College DBA Skillpath, contract 2019-0033.

June 15, 2020 – Item 4I Commissioners Court approved Agreement between the County of El Paso and Graceland College DBA Skillpath Contract No. 2020-0430.

RECOMMENDATION:

Approve and authorize the County Judge to sign the training services agreement between the County of El Paso and the Graceland College for Professional Development DBA Skillpath to provide training sessions to the employees of the County. Contract No. 2021-0091. Funding is available in GF-HR-OP-TRAINING HR.

BASIC CONTRACT DETAILS

CONTRACT NO.: 2021-0091

CONTRACT TITLE: SkillPath / Trainings Agreement / FY 2021

SECOND PARTY: SkillPath

CONTRACT TYPE: Services

TERM AND BUDGET DETAILS

TERM: 1 Year

EXTENSION OPTIONS:

EFFECTIVE DATE: 2/3/2021

MOD EFFECTIVE DATE (If Applicable):

EXPIRATION DATE: 12/31/2021

MOD EXPIRATION DATE (If Applicable):

EXTENSION DEADLINE DATE (If Applicable):

AMOUNT: 30000.00

MOD AMOUNT (If Applicable):

APPROVALS

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Evette Ugues

LEGAL REVIEW: Approved as to Form as Submitted

LEGAL REVIEW NOTES (If Applicable):

DATE: 2/22/2021

DIRECTOR/DEPARTMENT HEAD APPROVAL

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specification, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

DIRECTOR/DEPARTMENT HEAD/DESIGNEE: Melissa M. Carrillo (Human Resources)

DEPARTMENT CONTACT: Janet Sanchez

DEPARTMENT: Human Resources

DATE: 02/23/2021