



Legislation Details (With Text)

**File #:** 17-0372      **Version:** 1      **Name:** Sole Source - Commonwealth Centers for High Performance Organizations

**Type:** Consent Item      **Status:** Passed

**File created:** 11/21/2017      **In control:** City Council Legislative Session

**On agenda:** 12/13/2017      **Final action:** 12/13/2017

**Title:** Resolution Determining Commonwealth Centers for High Performance Organizations, Inc. to be the Only Source Practicably Available From Which to Procure Organizational Leadership Training Using the High Performance Organization Model

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
12/13/2017	1	City Council Legislative Session	approved	Pass

Resolution Determining Commonwealth Centers for High Performance Organizations, Inc. to be the Only Source Practicably Available From Which to Procure Organizational Leadership Training Using the High Performance Organization Model

**PURPOSE/BACKGROUND:**

The Weldon Cooper Center for Public Service at the University of Virginia (“Weldon Cooper Center”) was originally established in 1931 as the Bureau of Public Administration in order to assist local governments in Virginia. The Weldon Cooper Center offers a Senior Executive Institute (“SEI”) program, which provides professional development training for local government leaders and managers. SEI training is centered upon the High Performance Organization (“HPO”) model, which has been the basis of leadership training for City of Hampton (the “City”) leaders and managers since the late 1980’s. Almost all of the City’s Executive Management Team was trained by SEI instructors in the principles of the HPO model. These principles and practices helped form the common organizational principles, values and “language” that guided Hampton’s local government success through the ensuing 20+ years.

Due largely to retirements of key leadership, our Executive Management Team is now new and different. Many department heads and other key leaders have not been indoctrinated to the principles of HPO model. The City Manager wishes to reinforce these principles within our organization’s leadership so we are equally prepared for success in the years to come.

Commonwealth Centers for High Performance Organizations, Inc. (“Commonwealth Centers”) is the entity which exclusively performs off-site SEI training under the auspices of the Weldon Cooper Center. The proposed training contract with Commonwealth Centers will provide a cost effective

means to reinforce and reintroduce the HPO principles to the City's Executive Management Team by bringing the SEI instructors to Hampton (versus paying to have City staff go to Charlottesville). Given the long standing relationship with SEI's HPO training, the City Manager is requesting authorization to enter into a sole source annual needs contract with the Commonwealth Centers to provide this unique training to our Executive Management team sometime in early 2018.

While the exact scope of the proposed contract is still being finalized, the preliminary cost estimate for an initial three day training session for approximately 36 City employees will be a total of \$9,245.00 plus reimbursable expenses (e.g., copying, travel, food, lodging etc.). In order to allow for additional trainings to reinforce the HPO model and to include additional managers and supervisors within the organization, an annual needs contract will be negotiated with an initial three-year term with options for renewals. Fees for trainings beyond the initial three-day training would be negotiated separately and would be subject to City Council appropriation.

**Recommendation:**

Approve the resolution

**WHEREAS**, the Weldon Cooper Center for Public Service at the University of Virginia ("Weldon Cooper Center") offers a Senior Executive Institute ("SEI") program, which provides professional development training for local government leaders and managers;

**WHEREAS**, SEI training is centered upon the High Performance Organization ("HPO") model, which has been the basis of leadership training for City of Hampton (the "City") leaders and managers since the late 1980's;

**WHEREAS**, the SEI program is a two-week curriculum that typically takes place at the University of Virginia campus in Charlottesville, Virginia;

**WHEREAS**, due mainly to staff retirements over time, the City's executive management team is now largely comprised of newer staff that have not completed SEI training;

**WHEREAS**, in order to reinforce and reintroduce HPO principles to the City's executive management team in a cost effective manner, the City Manager desires to enter into an annual needs contract with Commonwealth Centers for High Performance Organizations, Inc. ("Commonwealth Centers"), the entity which exclusively performs off-site SEI training under the auspices of the Weldon Cooper Center, to bring Commonwealth Centers to Hampton for SEI training;

**WHEREAS**, among other terms, the proposed contract would provide for an initial three-day SEI training by Commonwealth Centers for approximately 36 City attendees at a cost of approximately \$9,245.00 and would include a three-year term with additional renewal options to allow for supplementary training to reinforce the HPO principles and to share the organizational model with additional managers and supervisors within the City;

**WHEREAS**, the fees for trainings beyond the initial three-day SEI training would be negotiated separately and would be subject to City Council appropriation;

**WHEREAS**, Hampton City Council recognizes the public interest in providing through its City Manager the most efficient and cost effective means reasonably available and affordable to provide HPO training to the executive management team using established City principles and values; and

**WHEREAS**, the price at which Commonwealth Centers has offered the SEI training has been determined to be fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Hampton, Virginia as follows:

1. That the contract for procuring SEI training described above may be negotiated and awarded to Commonwealth Centers for High Performance Organizations, Inc. as a “sole source” without competitive sealed bidding or competitive negotiation as set forth in Section 2.2-4303.E of the Code of Virginia;
2. That the City Manager or her authorized designee is hereby authorized to negotiate and execute a contract with Commonwealth Centers for High Performance Organizations, Inc.; and
3. That the notice awarding the contract to Commonwealth Centers or High Performance Organizations, Inc. shall be posted in a public place pursuant to Section 2.2-4303.E of the Code of Virginia.