

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SCOTT WESTROPE, FIRE CHIEF, FIRE DEPARTMENT  
ALAN ALTON, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
SUBJECT: APPROVAL OF AMENDMENT TO PURCHASE ORDER 157176  
WITH TARGETSOLUTIONS LEARNING, LLC FOR THE FIRE  
DEPARTMENT TRAINING PLATFORM AND EVALUATIONS  
PLUS MODULE

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve an Amendment to Purchase Order 157176 with TargetSolutions Learning, LLC, of Tampa, Florida, doing business as Vector Solutions for Training Platform license renewal and Evaluations Plus renewal in an amount not to exceed \$48,053.10 for a total purchase order amount of \$140,915.40 and extending the term for an additional three-year term.

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EXECUTIVE SUMMARY

The Fire Department has utilized TargetSolutions Learning LLC Training Platform since approximately 2012, with the most recent non-standard agreement being approved in 2017 for a five year term, and Evaluations Plus was added in early 2022 for a term of 3 years, with a prorated first year, expiring on June 30, 2024.

BACKGROUND

The Fire Department created a record for the non-standard agreement and incorrectly identified it as a Purchase Order 157176 in 2018 with approval from the Deputy City Manager, and over time fire department administrative staff has continued to manage the renewals. This includes a review and renewal of the non-standard agreement in 2021, approved for \$36,000.00, with the amendment for the addition of Evaluations Plus in February 2022 for a two-and-a-half year term at \$8,349.00, for a contract total \$92,862.00.

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PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

TargetSolutions Learning LLC has been used by the Fire Department since approximately 2012 in some capacity, with the current non-standard agreement being established in 2017. TargetSolutions Training Platform and Evaluations Plus has been used together since 2021. The Fire Department utilizes this software to monitor, assign and track training for the 155 personnel assigned trainings, to verify certifications, track promotional “task book” progress and completion.

With the approval of this amendment, the amount of the agreement will be increased by \$48,053.10 for a total agreement amount to not exceed \$140,915.40 This increase in term will allow staff to focus on the other software issues, and review any necessary changes for the department in 2026 before needing to renew the item.

Under City Code 3-08.100 (A) this amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2024-25 budget within the Fire Department’s operating budget, and as a regular operating expenditure and will be included in subsequent years’ budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

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PRESENTERS

Scott Westrope, Fire Chief  
Alan Alton, Chief Financial Officer