

K. Agreement with LinkedIn Learning – Learning Enterprise Program (LEP)

Recommendation: Authorize the City Manager to Execute CC Agreement No. 2024-144 with LinkedIn Learning for the Learning Enterprise Program in the amount of \$37,048 with a contingency of \$5,952 (15 percent).



Camarillo City Council

AGENDA REPORT

Date: June 26, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Agreement with LinkedIn Learning – Learning Enterprise Program (LEP)

BACKGROUND

Employee training and development play a crucial role in all organizations. By enhancing employee confidence, efficiency, and productivity, training programs encourage staff to contribute effectively. Continuous learning fosters innovation and encourages employees to share fresh ideas. City staff are currently working on the development of a comprehensive Training and Development Program including technical, supervisory, leadership, and technological training to:

- Increase employee performance and productivity
- Identifying and strengthen areas of opportunity
- Creating and maintaining consistency throughout the team
- Increasing employee engagement, morale, and satisfaction
- Creating opportunities to learn new skills and technology

The LinkedIn Learning Enterprise Program (LEP) is an on-line on demand training platform that provides a wide selection of training. Although the Program will be implemented this fall, staff is seeking to take advantage of current pricing for the next three years.

DISCUSSION

Over the past several months City employees representing all divisions across the organization collaborated to provide feedback on training and development opportunities that can be made available to all City staff. The City Manager's Office gathered all the input and is in the process of finalizing a comprehensive Training and Development Plan, which will serve as a repository of training accessible to employees, both on a mandatory and volunteered basis. The training will vary, from internal informational videos about the City's policies and procedures, to in-person sessions on supervisory, technical, technological, and leadership skills.

Over the next few months, staff will begin deployment of the Training and Development Plan, which includes providing on-demand readily accessible online training alternatives for all employees. To achieve this objective, City staff is recommending securing the services of LinkedIn Learning, an online platform that offers educational courses to help its users develop skills for professional growth. Through this agreement, LinkedIn Learning will provide City employees with access to their Learning Enterprise Program, which includes unlimited access to over 22,000 video-based courses developed by over 2,600 industry experts recruited from around the world. The content can be personalized to each individual employee's career path and goals or curated to target a group of employees based on the area of expertise. Additionally, LinkedIn Learning is constantly refreshing their content and adding new classes, publishing over 50 new courses a week.

In addition to the digital library, LinkedIn Learning provides the following tools:

- Career Goal Setting: learners can see relevant career development content based on their career goals.
- Role Guides: learners can navigate career paths and adjust those career paths based on their own goals or organizational needs.
- Skill Evaluations: learners can take assessments to understand skill proficiency and gaps to guide learning and content recommendations.
- Promote internal mobility by surfacing job opportunities based on career goals. The City can create career paths that will train staff and prepare them for their next career move.
- The City can upload original content created internally into the LinkedIn Learning hub to keep all training in a single platform.

Accessing the services provided by LinkedIn helps employees adapt to a rapidly changing work environment and stay up to date on the latest industry trends. Offering development opportunities demonstrates the organization's investment in its employees' growth and career progression, leading to higher levels of engagement, job satisfaction, and ultimately, retention. Additionally, training can foster a culture of innovation and creativity by encouraging employees to think critically, problem-solve and explore new ideas and approaches. Lastly, by providing training and development opportunities, organizations can identify potential future leaders, ensuring smooth transitions and continuity in key roles.

LinkedIn Learning will provide 160 licenses for City employees to access their learning hub for three-years. The cost is broken down per year as follows:

| | |
|----------------------------------|-------------|
| Year 1 | \$7,872.00 |
| Year 2 | \$12,251.20 |
| Year 3 | \$16,924.80 |
| Subtotal | \$37,048.00 |
| Contingency (approx. 15 percent) | \$5,952.00 |
| Total | \$43,000.00 |

The total for the three-year contract will be \$37,048. The City is also requesting an additional contingency of \$5,952 (approximately 15 percent) be included in the case that additional licenses are required during the life of the contract.

FISCAL IMPACT

Funds for the City’s agreement with LinkedIn Learning for the Learning Enterprise Program are included in Human Resources Administrative Account No. 101-1601-418.32-01.

RECOMMENDATION

1. Authorize the City Manager to Execute CC Agreement No. 2024-144 with LinkedIn Learning for the Learning Enterprise Program in the amount of \$37,048 with a contingency of \$5,952 (15 percent).

ATTACHMENTS

1. Order Form for City of Camarillo (CC Agreement No. 2024-144)

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None



Order Form For City of Camarillo

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

Complete the Authorized Signatures section at the end of the order form and return the signed document using:

Secure upload (fastest option)

[Go to Online Checkout](#)

Email

abysouth@linkedin.com

Please do not send by postal mail

Primary Contact

Alonso Ramirez Ronceros
 aramirez@cityofcamarillo.org
 (805) 388-5349

Billing Contact

Alonso Ramirez Ronceros
 aramirez@cityofcamarillo.org
 (805) 388-5349

Bill to

City of Camarillo
 601 Carmen Dr
 Camarillo CA 93010-6034
 United States

Ship to

City of Camarillo
 601 Carmen Dr
 Camarillo CA 93010-6034
 United States

Order Information

Order Number: FLD10305329504

Requested start date: August 14, 2024

Term: 36 months

PO Number: (None)

Billing Frequency: ANNUAL

Billing Method: Pay Upfront

Payment Method: Invoice

Payment term: NET30

Currency: USD

Order Notes:

About Requested Start Date: If LinkedIn provisions the Services after the Start Date due to Customer's selected payment method (e.g. credit card payment delegation, proforma prepayment, etc.) or other account provisioning issues, then LinkedIn will adjust the End Date internally to ensure Customer receives the Services for the full duration of the Term.

| Description | Unit price | Quantity | Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-------------|
| Learning Enterprise Program | \$37,048.00 | 1 | \$37,048.00 |
| LinkedIn Learning Hub for Government 36 months LinkedIn Learning Hub provides access to our own high-quality learning content alongside learning content hand-selected by you, all delivered through an intuitive, easy-to-use experience. | | 160 | |

Subtotal: \$37,048.00
 Estimated Tax: \$0.00
Estimated Order Total (USD): \$37,048.00

Subtotals by year (excluding tax)



Order Form For City of Camarillo (continued)

| | | |
|--------|-------|-------------|
| Year 1 | | \$7,872.00 |
| Year 2 | | \$12,251.20 |
| Year 3 | | \$16,924.80 |

Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com. LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form. Any applicable sales tax charges will appear separately on your final invoice. If no tax is charged, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

By completing this order, you agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/lep> ("Order Terms") as well as the Amendment(s) outlined below.

Amendment(s) to Order Terms

The parties agree to amend the Order Terms as follows:

Amendment(s) Applicable to This Order Only

Customer's insurance requirements:

- General Liability \$1 million
- Cyber Liability \$2 million
- Endorsements of Additional Insured naming the City of Camarillo and Primary/Non-Contributory.

Authorized Signatures

I hereby represent that: (i) I am an authorized signatory; (ii) I agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/lep> ("Order Terms") as well as the Amendment(s) outlined at the end of this document; and (iii) I understand that I am entering into a legally binding contract.

Customer Signature

Name

Title

Date



LinkedIn Signature

Katie Lock, Revenue on behalf of
LinkedIn Corporation
June 14, 2024



Order Form For City of Camarillo (continued)

Exhibit A

Authorized Affiliates List

City of Camarillo