



City Council Staff Report

Subject: Target Solutions Learning, LLC Agreement

Date: October 22, 2024

Submitted By: Shawn Watkins, Deputy Chief
Reginald Williams, Chief

Department: Fire

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Ratifying a Contract with Target Solutions Learning, LLC and Authorizing the City Manager to Sign Subsequent Amendments.

Background:

The Rocklin Fire Department has been under contract with Target Solutions Learning, LLC (Target Solutions) since February 4, 2020. Target Solutions provides cloud based online public safety training. These trainings are mandated by Local and State Emergency Services Agencies as well as fire-based training required by the California State Fire Marshal's Office.

On April 15, 2022, the Fire Department executed an amendment to the contract extending the agreement term for a new five-year term beginning February 28, 2023. The amendment also added additional services: (1) medication inventory, and (2) asset management software for tracking routine inspections of fire stations and apparatus.

Based on feedback received by the City Council, on September 27, 2024, Target Solutions amended the Agreement to include Section 5.4 Termination for Non-Appropriation language and removed the term for automatic renewal.

Rocklin Municipal Code (RMC) section 3.04.100(B) states the maximum term of a contract shall be three years unless a longer initial term or renewal term is approved by the City Council. Upon review of this existing contract, the contract with Target Solutions Learning, LLC was identified as one that should continue to renew as outlined in the agreement.

RMC section 3.04.090(B) states a contract may be awarded without competition when the City determines in writing, after conducting a good faith review of available sources, that there is only one source for the required goods, service, or construction item. Target Solutions, LLC is the City-wide learning management system provided by the City, as well as surrounding fire agencies within the County who also use software, which helps to provide consistent training among firefighters. After a careful in-depth review of several other software packages, it was

determined that Target Solutions, LLC is the only provider to meet all of the Fire Department's needs with its comprehensive suite of services and ability to maintain consistency in training within the region. City Council approval of the staff recommendation would allow seamless utilization of the necessary services for the Fire Department.

The Fire Department will continue to manage the agreement and review the services and pricing with competitors in the open market to determine when it would be appropriate to competitively re-bid for these services.

Fiscal Impact:

There is no additional fiscal impact associated with this action. The costs of the agreement are budgeted in the Fiscal Year 2024/25 Operating Budget in the General Fund (100).

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Schedule A and Client Agreement 2020](#)
3. [Resolution Exhibit B - Schedule A 2022](#)
4. [Resolution Exhibit C - Schedule A Revision 2024](#)