DISCUSSION SHEET

Employees' Retirement Fund
Board of Trustees Meeting
December 10, 2019

Issue: Agreement for Talent / Training Agency

Attachment: Proposed Agreement

Discussion: ERF staff recommends authorization to contract with TrainUp – Talent Agency.

Highlights include:

- The Vitech project is scheduled to Go-Live July 13, 2020, however, the need for training spans through December 2020 which includes ERF's year-end-process.
- ERF has an agreement with Vitech to implement 17 classes in 20 days for all staff beginning next June.
- Failure to implement a successful project training plan increases the risk of a delayed year-end-process.
- The Vitech project is currently approaching the User Acceptance Testing (UAT) stage. This is the most important segment of the project which allows staff to measure the accuracy of data and its functionality.
- Following UAT is the training and development action plan managed jointly by ERF and Vitech.
- The need for ERF staff to retain the system knowledge is critical. Thus, the need for a training team and with access to a functional Learning Management System (LMS).
- A comprehensive LMS will allow the retention of documented courses and for staff to learn from videos, PowerPoint presentations and policies in a written format among other mediums.
- ERF staff received offers from various talent and training agencies with capabilities of training experts with the talent to work with Vitech and a Learning Management System that allows the transfer of V3 system knowledge to ERF staff.
- The monthly cost owed to Vitech beyond the Go-Live date (July 2020) is $190,000 per month. The ability to have a comprehensive training plan, subject matter experts and an LMS system assures ERF's ability to meet the final deadline date.

Proposed Vendors:

Company Name	# of Dedicated Staff	LMS Capability	Cost
Cornerstone Staffing	1 staff	No	$82,500
TrainUp -Talent Agency	5 staff	Yes	$150,000
Robert Half - Talent Agency	1 staff	No	$166,400
CGS Talent Agency	1 staff	No	$138,000

Company Overview for TrainUp

TrainUp, a DFW based company, is an enterprise-level corporate training solution along with next gen learning and talent solutions for companies and teams of all sizes. TrainUp - Talent Agency is the web's largest corporate training marketplace, connecting organizations to the best on-site instructors and public training courses in hundreds of categories among business skills, IT, leadership, HR, harassment prevention, Microsoft Office and more. They offer a one-stop experience to help fulfill all corporate training needs while providing discounts across hundreds of industry leading vendors in one solution.

In summary, the cost of proposed contract with TrainUp is $150,000 and there is no net increase to the budget.

Recommendation: Approve the proposed contract. Suggested motion for the approval is as follows: Move approval of the proposed ERF agreement with the TrainUp – Talent Agency which is attached to this discussion sheet and authorize the Board Chair to sign.