

Master City of San José Consultant Agreement

(Non-Capital Projects)

Amendment to Approved Service Order - Cover Page

1a. Intentionally Omitted. 1b. Master Agreement AC No.: OC-002060

2. ☒ First ☐ Second ☐ Third Amendment to Approved Service Order No. 05

3. Consultant's Name: LearnIT, Inc ("Consultant")

4. The above-referenced Approved Service Order is amended as follows:

4a. ☐ **Budget/Fiscal:** The ☐ original Budget/Fiscal information in Section 7 of the Approved Service Order ☐ First Revised Budget/Fiscal Attachment ☐ Second Revised Budget/Fiscal Attachment is amended to read as set forth in the attached ☐ First ☐ Second ☐ Third Revised Budget/Fiscal Attachment.

4b. ☒ **Tasks - Attachment A:** The ☒ original ☐ First Revised ☐ Second Revised Attachment A is amended to read as set forth in the attached ☒ First ☐ Second ☐ Third Revised Attachment A.

4c. ☐ **Compensation Table - Attachment C:** The ☐ original ☐ First Revised ☐ Second Revised Attachment C is amended to read as set forth in the attached ☐ First ☐ Second ☐ Third Revised Attachment C.

5. Each of the attachments to this amendment is incorporated herein by reference.

6. Consultant Approval:

Courtney Ritchie

Email: critchier@learnit.com
Date: 08/09/2023 GMT

7. Approval as to Form (City Attorney):

☒ **Form Approved by the Office of the City Attorney**

(The Maximum Service Order Compensation of the Approved Service Order, as amended, is \$100,000 or less, and the provisions of the form are not altered.)

☐ **Approved as to Form:**
(Sr.) Deputy City Attorney:

8. City Director Approval:

Jennifer Schembri
Jennifer Schembri

Email: jennifer.schembri@sanjoseca.gov
Date: 08/09/2023 GMT

☒ **First** ☐ **Second** ☐ **Third** **Revised Attachment A: Tasks**

This Revised Attachment A is attached to the ☒ First ☐ Second ☐ Third amendment to Approved Service Order No. 05 issued pursuant to the Master Agreement.

The tasks set forth in the original Attachment A, or in any previous amendment to the original Attachment A, are amended as set forth herein. All other tasks shall remain unchanged.

Task No. 1: Course customization not to exceed 3 hours at \$300 per hour

- A. Services:** The Consultant will create and design Powerpoint courses for beginner, intermediate, and advanced levels
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Coordinate with HR to discuss the design of the training
 - Present a design to HR that incorporates feedback from a recent Powerpoint course and Learning and Development Principles of Engagement
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: _____ June 30, 2024 _____.
- ☐ On or before ____ Business Days from _____.

Task No. 2: Facilitation of beginner level Powerpoint course – **COMPLETED/NO CHANGE**

- A. Services:** The Consultant will deliver and facilitate a beginner level Powerpoint course to City employees
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Deliver one series of a beginner level Powerpoint courses divided into 3 parts
 - Series will accommodate up to 20 employees
 - Course will teach employees the basic tools and skills of Powerpoint
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: _____ June 30, 2023 (COMPLETED) _____.
- ☐ On or before ____ Business Days from _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 3: Facilitation of intermediate level Powerpoint course

- A. Services:** The Consultant will deliver and facilitate an intermediate level Powerpoint course to City employees
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Deliver one series of an intermediate level Powerpoint courses divided into 3 parts
 - Series will accommodate up to 20 employees
 - Course will teach employees to better master the functions of Powerpoint
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: _____ June 30, 2024 _____.
- ☐ On or before ____ Business Days from _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 4: Facilitation of advanced level Powerpoint course

- A. Services:** The Consultant will deliver and facilitate an advanced level Powerpoint course to City employees
- B. Deliverable:** The Consultant will provide the following to the City's Contract Manager:
- Deliver one series of an advanced level Powerpoint courses divided into 3 parts
 - Series will accommodate up to 20 employees
 - Course will teach employees the advanced functions of Powerpoint
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: _____ June 30, 2024 _____.
- ☐ On or before ____ Business Days from _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 5: Attending meetings related to course not to exceed 3 hour at \$300 per hour

A. Services: The Consultant will attend meetings to give feedback of the program to identify areas of improvement

B. Deliverable: The Consultant will provide the following to the City's Contract Manager:

- Attend After-Action Review with HR staff
- Provide evaluation feedback from training delivery to HR staff

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

☒ On or before the following date: _____ June 30, 2024 _____.

☐ On or before ____ Business Days from _____.

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]