

CITY COUNCIL REPORT



Meeting Date: **May 19, 2026**
Charter Provision: ***Provide for the orderly government and administration of the affairs of the City.***
Objective: ***Authorize Contract for Training Software - Learning Management Systems***

ACTION

Training software contract. Adopt Resolution No. 13650 authorizing Contract No. 2025-075-COS-E1 approving a one (1) year extension with two possible one-year extensions to maintain the availability of the existing training systems with Meridian Knowledge Systems, LLC, the City's training software vendor. The new term will begin on July 1, 2026.

BACKGROUND

As approved in the FY2020/21 Capital Improvement Plan (CIP) Budget, the city funded a technology project to replace obsolete training software. This action was necessary since the web-based training system, used by employees across the organization to maintain and improve key job skills, was no longer supported by the vendor at the time. A new system was required to provide for the ongoing training needs of city employees, comply with documentation and tracking requirements and Arizona public records law.

With CIP budget approval, in 2020 the city invited proposals from qualified vendors to provide a cloud based, enterprise Learning Management System (LMS) that would accommodate 3,000 users. Meridian Knowledge Systems, LLC, (Meridian) was the selected vendor from that solicitation process. The city entered contract number 20RP023 with Meridian for an LMS and content library in 2020. An amendment was approved in July 2021, and the contract number was updated to 20RP023-A1. The contract was in effect through June 30, 2025. An extension was approved in May 2025, and the contract number was updated to 2025-075-COS. The contract is in effect through June 30, 2026.

Over the last three years, the city has been working on plans to replace the Meridian LMS with an Enterprise Resource Planning (ERP) HRIS training module prior to the contract expiration date of June 30, 2025. However, the status of the HR related modules of the ERP project is delayed and will require additional time for the city to design and implement the solution. The city anticipates that it will begin working on the HCM module in the next month. The project is anticipated to be completed by June 2028. The city is seeking an additional one (1) year extension with Meridan, which will extend the contract into a 6th year term.

Action Taken _____

City Council Report | Training System Software Contract

The original software contract and amendment were not previously required to be sent to the City Council for adoption. However, in accordance with the City's Procurement Code, multi-year contracts may not exceed five (5) years total unless approved by the City Council. The city will seek approval of the one (1) year extension with two possible one-year extensions at the Regular City Council Meeting on May 19, 2026. The City Clerk issued contract number 2025-075-COS-E1 administratively replaces the previous contract number 20RP023-A1.

ANALYSIS & ASSESSMENT

The current Meridian contract expires on June 30, 2026. The HRIS training module of the city's enterprise resource planning (ERP) system has been delayed, creating a need to extend the current training software agreement for one (1) year with two possible one-year extensions to maintain the availability of the existing training systems.

FISCAL IMPACTS

The city is requesting the current contract be extended for a one (1) year term, with two possible one-year extensions, with an approximate cost of \$154,000 per year. The new term will begin on July 1, 2026. The funds are available in the Human Resources Department FY26/27 operating budget. The increase in cost reflects a full year of library content. Last year's fees were only for 6 months.

STAFF RECOMMENDATION

Adopt Resolution No. 13650 authorizing Contract No. 2025-075-COS-E1 approving a one (1) year extension with Meridian Knowledge Systems, LLC, the City's training software vendor.

The term of this contract shall be for one (1) year commencing the 1st day of July 2026 and ending the 30th day of June 2027, with two possible one-year extensions, or unless sooner terminated by one or both parties.

RESPONSIBLE DEPARTMENT(S)

Human Resources

STAFF CONTACTS

Tiffany Penson, Human Resources Manager, TPenson@ScottsdaleAZ.gov

APPROVED BY

Monica Boyd

Monica Boyd, Sr. Director Human Resources
480-312-2615, MBoyd@ScottsdaleAZ.gov

5/4/26 14:49 MST

Date

Judy Doyle

Judy Doyle, Deputy City Manager
480-312-7954, JDoyle@ScottsdaleAZ.gov

5/4/26 16:47 MST

Date

Sonia Andrews

Sonia Andrews, City Treasurer
480-312-7954, SAndrews@ScottsdaleAZ.gov
For Financial Policies Compliance and Budget Appropriation

5/5/26 10:29 MST

Date

Greg Caton

Greg Caton, City Manager
480-312-7759, GCaton@ScottsdaleAZ.gov

5/5/26 11:59 MST

Date

ATTACHMENTS

1. Resolution No. 13650
2. Contract Amendment No. 2025-075-COS-E1

RESOLUTION NO. 13650

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, APPROVING CONTRACT NO. 2025-075-COS-E1, AN AMENDMENT TO AN EXISTING CONTRACT WITH MERIDIAN KNOWLEDGE SOLUTIONS, LLC TO AUTHORIZE AN EXTENSION OF THE TERM OF THE CONTRACT.

WHEREAS, the city has a need for learning management system software as a service;
and

WHEREAS, Meridian Knowledge Solutions, LLC was selected by the city to provide this software as a service under Contract #20RP023, as amended by Contract #20RP023-A1 (the "Contract") for the term of July 1, 2020, through June 30, 2025; and

WHEREAS, the city desired to extend the term of the Contract until June 30, 2026, and City Council approved the extension through Resolution 13410 authorizing Contract No. 2025-075-COS; and

WHEREAS, the city now desires to extend the term of the Contract until June 30, 2027, with the option to extend for up to two additional terms of one year each.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. The City Council hereby authorizes, approves and directs the Mayor to execute, on behalf of the city Contract No. 2025-075-COS-E1 with Meridian Knowledge Solutions, LLC to extend the term of the Contract until June 30, 2027, with the option to extend for up to two additional terms of one year each.

Section 2. The City Council hereby authorized the City Manager or designee to execute any other documents and take such other actions as are necessary to carry out the intent of this Resolution.

PASSED AND ADOPTED by the Council of the City of Scottsdale, Maricopa County, Arizona this ____ day of _____, 2026.

CITY OF SCOTTSDALE, an Arizona
municipal corporation

ATTEST:

Ben Lane, City Clerk

Lisa Borowsky, Mayor

APPROVED AS TO FORM:

Lindsay Hampshire
Luis E. Santaella, Interim City Attorney
By: Lindsay Hampshire, Assistant City Attorney

CITY OF SCOTTSDALE
SOFTWARE AS A SERVICE CONTRACT
CONTRACT AMENDMENT

THIS CONTRACT AMENDMENT ("Amendment") is entered into this _____ day of _____, 2026, by and between the City of Scottsdale, an Arizona municipal corporation ("City"), and Meridian Knowledge Solutions, LLC ("Contractor"), to amend the City of Scottsdale Amended and Restated City Services – RFP Software as a Services Contract No. 20RP023-A1 dated July 1, 2021, also known as Contract No. 2025-075-COS, between City and Contractor.

RECITALS

- A. The Mayor of the City of Scottsdale is authorized and empowered by provisions of the City Charter to execute contracts and contract amendments.
- B. City and Contractor administratively executed City of Scottsdale City Services – RFP Software as a Service Contract, Contract No. 20RP023-A1, on July 1, 2020, for learning management system software as a service.
- C. City and Contractor administratively executed the City of Scottsdale Amended and Restated City Services – RFP Software as a Service Contract, Contract No. 20RP023-A1, on July 1, 2021 (the "Contract").
- D. The Contract was set to expire on June 30, 2025, but the City desired to extend the term of the Contract until June 30, 2026. City Council approved the extension by passing Resolution 13410, which authorized Contract 2025-075-COS.
- E. The term of the Contract is set to expire on June 30, 2026, and City desires to extend it for one (1) additional year with the option to renew for (2) additional one (1) year extensions.
- F. The City and Contractor mutually agree to amend the Contract.

NOW THEREFORE, in consideration of the mutual promises and obligations set forth herein, the parties agree as follows:

1.0 MODIFICATIONS

- 1.1 Section 4.1 TERM AND EXTENSION is hereby modified to add the following language:

The renewal subscription term shall be from 7/1/2026 to 6/30/2027. The parties may extend the term for up to two additional extension periods of one year each without returning to City Council.

1.2 Section 3.2 FEE SCHEDULE is hereby modified to add the following language:

Service	Period of Performance	Annual Subscription Fee
YEAR 1		
Annual SaaS Fees	7/1/2026 – 6/30/2027	\$32,670.00
OpenSesame Complete	7/1/2026 – 6/30/2027	\$109,800.00
YEAR 2 (Optional)		
Annual SaaS Fees	7/1/2027 – 6/30/2028	\$32,670.00
OpenSesame Complete	7/1/2027 – 6/30/2028	\$109,800.00
YEAR 3 (Optional)		
Annual SaaS Fees	7/1/2028 – 6/30/2029	\$32,670.00
OpenSesame Complete	7/1/2028 – 6/30/2029	\$109,800.00
Total SaaS Fees Subtotal		\$427,410.00
Total SaaS Fees Total (including taxes)		\$461,602.80

2.0 CONTINUED EFFECT.

Except to the extent amended hereby, all terms, provisions, and conditions of the Contract are hereby ratified and shall continue in full force and effect, and the Contract shall remain enforceable and binding in accordance with its terms.

[Signatures on following page.]

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first set forth above.

CITY OF SCOTTSDALE, an
Arizona municipal corporation

ATTEST:

Lisa Borowsky, Mayor

Ben Lane, City Clerk

CONTRACTOR:
Meridian Knowledge Solutions, LLC
80 Iron Point Circle, Suite 10
Folsom, CA 95630

REVIEWED BY:

Tiffany M. Penson
Tiffany Penson
Contract Administrator

Sarah Shifflette
Authorized Representative Signature

Sarah Shifflette

Name
Chief Customer Officer

Title

Jenni Myers
Jenni Myers, MPA, CPPO, NIGP-CPP, CPPB
Purchasing Director

George Woods
George Woods
Safety and Risk Management Director

APPROVED AS TO FORM:

Lindsay Hampshire
Luis E. Santaella, Interim City Attorney
By: Lindsay Hampshire, Asst. City Attorney