Columbus Consolidated Government
Council Meeting Agenda Item

TO:	Mayor and Councilors
AGENDA SUBJECT:	Contract Extension for Course Instructors for the Department of Human Resources/The Learning Center (Annual Contract) – RFP No. 19-0003
INITIATED BY:	Finance Department

It is requested that Council authorize the extension of the annual contract for Course Instructors for the Department of Human Resources/The Learning Center with The Leadership Institute at Columbus State University (Columbus, GA) through January 17, 2026.

The Contractor provides instructors to teach new and innovative training that will be beneficial to City employees that will include, but not limited to: Business Writing, Meeting Planning, Documentation, Evaluations and Discipline, Project Management, Interviewing, Firing and Hiring, Workplace Safety, Sexual Harassment and Discrimination, Customer Services, as well as Media Relations.

Per Resolution No. 187-19, Council authorized a five-year contract with The Leadership Institute at Columbus State University. The contract expired on June 17, 2024. In accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through June 17, 2025. However, it is necessary to request additional time to complete the RFP advertisement and evaluation process for the next contract. Council approval is required for contract extensions beyond one year.

Funds are budgeted each fiscal year for this ongoing expense: General Fund - Human Resources – Employee Benefits – Consulting, 0101-220-2100-BENE-6315; General Fund - Human Resources – Human Resources – Contractual Services; 0101-220-1000-HRDR-6319.

A RESOLUTION

NO._____

A RESOLUTION AUTHORIZING THE EXTENSION OF THE ANNUAL CONTRACT FOR COURSE INSTRUCTORS FOR THE DEPARTMENT OF HUMAN RESOURCES/THE LEARNING CENTER WITH THE LEADERSHIP INSTITUTE AT COLUMBUS STATE UNIVERSITY (COLUMBUS, GA) THROUGH JANUARY 17, 2026.

WHEREAS, the contractor provides instructors to teach new and innovative training that will be beneficial to City employees that will include, but not limited to: Business Writing, Meeting Planning, Documentation, Evaluations and Discipline, Project Management, Interviewing, Firing and Hiring, Workplace Safety, Sexual Harassment and Discrimination, Customer Services, as well as Media Relations; and,

WHEREAS, Per Resolution No. 187-19, Council authorized a five-year contract with The Leadership Institute at Columbus State University. The contract expired on June 17, 2024. In accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through June 17, 2025. However, it is necessary to request additional time to complete the RFP advertisement and evaluation process for the next contract. Council approval is required for contract extensions beyond one year.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the Mayor and/or his designee is hereby authorized to extend the annual contract for Course Instructors for the Department of Human Resources/The Learning Center with The Leadership Institute at Columbus State University (Columbus, GA) through January 17, 2026. Funds are budgeted each fiscal year for this ongoing expense: General Fund - Human Resources – Employee Benefits – Consulting; 0101-220-2100-BENE-6315; General Fund - Human Resources – Human Resources – Contractual Services; 0101-220-1000-HRDR-6319.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2025 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Councilor Anker	voting _____
Councilor Chambers	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor Hickey	voting _____
Councilor Huff	voting _____
Councilor Tucker	voting _____

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Lindsey G. McLemore, Clerk of Council

_____
B.H. "Skip" Henderson III, Mayor