

32525

DATE: February 27, 2013

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: AUTHORITY TO AMEND CONTRACT IT-614 WITH ENTERPRISE TRAINING SOLUTIONS, INC. FOR COMPUTER BASED TRAINING VIA THE WEB BY EXTENDING THE TERM THREE YEARS TO A NEW TERMINATION DATE OF MARCH 2, 2016 AND BY INCREASING THE AMOUNT BY \$58,800 TO A NEW TOTAL AMOUNT NOT TO EXCEED \$431,215

BACKGROUND:

- On May 27, 2004, your Honorable Board approved a resolution which authorized entering into an agreement with Enterprise Training Solutions, Inc. ("Enterprise"), for e-Learning Programs for County employees including Technical and Desktop Courses, for a total amount of \$212,050, payable pursuant to an approved schedule utilizing the terms and conditions of New York State (NYS) Contract Number PS60875, for a term commencing March 3, 2004 and terminating February 28, 2007. The contract (IT-614) authorized in this resolution was subsequently executed and approved.
- On May 17, 2007, your Honorable Board approved a resolution which authorized an amendment to Contract IT-614 with Enterprise, extending the term to a new termination date of March 2, 2009 and increasing the amount by \$68,940 to a new total not to exceed contract amount of \$280,990. The first amendment authorized in this resolution was subsequently executed and approved.
- On April 6, 2009, your Honorable Board approved a resolution which authorized an amendment to Contract IT-614 with Enterprise Training Solutions, Inc., for e-learning Programs for County employees, including Technical and Desktop Courses, by extending the term one year to a new termination date of March 2, 2010, and by increasing the amount by \$32,475 to a new total not to exceed contract amount of \$313,465.
- On April 29, 2010, your Honorable Board approved a resolution which authorized an amendment to Contract IT-614 with Enterprise Training Solutions, Inc., for e-learning Programs for County employees, including Technical and Desktop Courses, by extending the term three years to a new termination date of March 2, 2013 and increasing the amount by \$58,950 to a new total not to exceed contract amount of \$372,415.
- On-line training continues to be a cost effective and efficient method to achieve increased staff productivity and efficiency, as well as filling skill gaps. On-line computer training is more cost effective than arranging classes and having staff travel to attend these classes. Employees have the option of being trained utilizing their individual personal computer.
- Enterprise offers an excellent solution to our education needs by providing the following:
  - Flexibility with training available 24 hours a day/7days a week/365 days a year;

- Training can be done at home or at work by staff who have access to the WEB;
  - Books on-line (i.e. Sybrex) via Enterprise's agreement with the Publisher;
  - Availability of newsletters on-line for all DoIT staff;
  - Significant training/book/newsletter cost savings.
- This WEB based training allows County staff self-training capabilities and access to valuable information for software applications currently installed and used by the majority of County workers. The DoIT technical training portion of this software allows Information Technology employees to refresh skills and research issues related to a wide array of equipment deployed within the County. This serves a public purpose because the ultimate benefit of this agreement is for the public good by improving staff skills at a reasonable rate resulting in improved job performance with a consideration toward fiscal responsibility.
  - The goals and objectives of the requested agreement are to provide County employees with 24/7 access to online training including courses, e-Books and online virtual labs, as well as to supplement training for functionality not covered by in-house classes. Staff will be able to obtain information and training for equipment and software releases as they are made available. DoIT staff, in conjunction with County departments utilizing the service, will continually monitor the training provided by Enterprise.
  - NYS Contract PS60875 with Enterprise, for e-learning training services, expires on March 3, 2014 however, pursuant to the contract's terms and conditions, upon termination of the contract, all rights and obligations set forth therein shall survive in accordance with their terms as to procurements made or individual licenses granted to Authorized Users prior to such termination. We are satisfied with the services provided by Enterprise, which continue to be beneficial to the County.
  - Therefore, we now come before your Honorable Board requesting approval to amend Contract IT-614 with Enterprise for e-Learning Programs including technical (for DoIT staff) and desktop (for staff countywide) courses, by extending the term three years until March 2, 2016 and increasing the amount by \$58,800 to a new total amount not to exceed \$431,215, with all other terms and conditions to remain the same. These programs will offer countywide computer based training (CBT) for Microsoft Office and Microsoft Windows.
  - This procurement is exempt from the requirements of the Westchester County Procurement Policy under section 3(a) thereof, as services obtained utilizing a New York State Agreement pursuant to section 104 of the NYS General Municipal Law.

**ACTION REQUESTED:**

- Authorization to amend Contract IT-614 with Enterprise Training Solutions, Inc., having an office located at 120 Bloomingdale Road, White Plains, New York 10605, for e-Learning Programs for County employees, including Technical and Desktop Courses, by extending the term three years to a new termination date of March 2, 2016, and by increasing the amount by \$58,800 to a new total not to exceed contract amount of \$431,215, payable utilizing the terms and conditions of New York State Contract Number PS60875, and according to the attached schedule, with all other terms and conditions of the agreement to remain the same.

## RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to amend Contract IT-614 with Enterprise Training Solutions, Inc., having a place of business located at 120 Bloomingdale Road, White Plains, New York 10605, for e-Learning Programs for County employees, including Technical and Desktop Courses, by extending the term three years to a new termination date of March 2, 2016, and by increasing the amount by \$58,800, payable utilizing the terms and conditions of New York State Contract Number PS60875 and according to the attached schedule, to a new total not to exceed contract amount of \$431,215; and be it further

RESOLVED, this Agreement is subject to County appropriations; and be it further

RESOLVED, this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the county shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that this procurement is exempt from the requirements of the Westchester County Procurement Policy under section 3(a)i thereof, as services obtained utilizing a New York State Agreement pursuant to section 104 of the NYS General Municipal Law.

RESOLVED, that all other terms and conditions of the agreement shall remain the same; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purpose hereof.

# RESOLUTION

Agreement Number: **IT-614**

Original Agreement: \$212,050  
First Amendment: \$ 68,940  
Second Amendment: \$ 32,475  
Third Amendment: \$ 58,950  
**This Amendment: \$ 58,800**  
Total: \$431,215

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2013	101	16	6000	4070		\$16,335
2014	101	16	6000	4070		\$19,600
2015	101	16	6000	4070		\$19,600
2016	101	16	6000	4070		\$3,265

Budget Funding Year(s): 2013, 2016

Start Date: March 3, 2013

End Date: March 2, 2016

Funding Source: Tax Dollars: \$58,800

State Aid \_\_\_\_\_

\$58,800 Federal Aid \_\_\_\_\_

(must match resolution)

Other \_\_\_\_\_

**ENTERPRISE TRAINING SOLUTIONS, INC.**  
**E-LEARNING PROGRAM**

**Contract No. IT-614**

**My Skillsource Training Subscriptions:**  
**Certified Training Content & Learning Resources**

Each user has unlimited access to all My SkillSource resources, including courses in each library and corresponding e-Books, certification assessments, and vLabs (vLabs are delivered with the Computer Professional Subscriptions):

<u>Quantity</u>	<u>Price</u>	<u>Library</u>	<u>Total</u>
200	\$ 30	Office Productivity (OP)	\$ 6,000
50	\$273	Computer Professional Platinum	\$13,650
Annual Total			\$19,650*

\*Annual Total. New and updated courses and digitized books are added to subscriptions seamlessly throughout the full term.

**Technical Support**

Toll-free telephone and Live Chat support (24x7) for all users of My SkillSource