

DATE: April 15, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, 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, 2013 AND BY INCREASING THE AMOUNT BY \$58,950 TO A NEW TOTAL AMOUNT NOT TO EXCEED \$372,415

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 on March 3, 2004 and terminating on 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 ("the April 6th resolution"), 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, with the option to renew the agreement for four additional one year periods, coterminous with the NYS contract, and by increasing the amount by \$32,475 to a new total not to exceed contract amount of \$313,465.
- 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.
- NYS contract PS60875 with Enterprise, for e-learning training services, expires on March 3, 2014. We are satisfied with the services provided by Enterprise, which continue to be beneficial to the County. As stated in the April 6th resolution, we are returning to your Honorable Board requesting approval to amend contract IT-614 with Enterprise for three years of e-learning training services commencing on March 3, 2010, at an annual cost of \$19,650 or \$58,950 for the three year period.

- The annual cost of \$19,650 is a significant reduction from our previous year's expense due to an adjustment in the number of licenses based on our needs, and Enterprise's favorable prices. For example, Computer Professional Platinum per subscription cost is nine percent less than the prices offered through the NYS Procurement Service, while we continue to receive the same quality of service.
- 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.
- Services provided for in this amendment demonstrate fiscal responsibility because without access to WEB training services to supplement DoIT in-house training, there would be a need to seek vendor supplied training, which would incur additional costs of travel and time.
- 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 yeas until March 2, 2013 and increasing the amount by \$58,950 to a new total amount not to exceed \$372,415, 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)i 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, 2013, and by increasing the amount by \$58,950 to a new total not to exceed contract amount of \$372,415, 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, 2013, and by increasing the amount by \$58,950, 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 \$372,415; 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 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
This Amendment: \$ 58,950
Total: \$372,415

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2010	101	16	6000	4360		\$16,375
2011	101	16	6000	4360		\$19,650
2012	101	16	6000	4360		\$19,650
2013	101	16	6000	4360		\$ 3,275

Budget Funding Year(s): 2010 - 2013

Start Date: March 3, 2010

End Date: March 2, 2013

Funding Source: Tax Dollars: \$58,950
 State Aid _____
 Federal Aid _____
 Other _____

\$58,950
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT M-29-2010 JUDARY VIEIRA SECRETARY

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-29-2010 - JOMARY VIEIRA, SECRETARY