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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

July 9, 2012

Erie County Legislature
92 Franklin Street-4th Floor
Buffalo, New York 14202

IMMEDIATE CONSIDERATION REQUEST

RE: Extension of Training Services Contract

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to extend a contract for content services for on-line employee training.

Should your Honorable Body require further information, I encourage you to contact Erie County Personnel Commissioner John Greenan. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: John Greenan, Commission, Department of Personnel

MEMORANDUM

To:	Honorable Members of the Erie County Legislature
From:	Erie County Personnel Department
Re:	Extension of Training Services Contract
Date:	July 9, 2012

SUMMARY

Erie County is required to provide certain training to county employees. This training includes mandatory employee workplace violence training, harassment training and safety training. Approval of this item will allow the County Executive to enter into an agreement extending the contract with our current content provider, SkillSoft Inc., to provide on-line training content services.

FISCAL IMPLICATIONS

Funds are available in the Personnel Department's 2012 Professional Services Contracts & Fees account. Funds not to exceed $16,000 will be provided to execute this contract.

REASONS FOR RECOMMENDATION

Erie County is required to provide certain mandatory training services to County employees. Approval of this contact will allow the Erie County Personnel Department to continue to provide this mandatory training.

CONSEQUENCES OF NEGATIVE ACTION

Erie County will fail to provide required training to county employees.

STEPS FOLLOWING APPROVAL

Funds will be transferred and the Erie County Personnel Department will take the necessary steps to execute the appropriate contract with the selected vendor.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PERSONNEL

RE: Extension of Training Services Contract

WHEREAS, Erie County is required to provide certain legally mandated training to county employees; and

WHEREAS, this training includes employee workplace violence training, harassment training and safety training; and

WHEREAS, the selection process has determined that SkillSoft is the most appropriate firm to provide content for on-line training; and

WHEREAS, SkillSoft has provided this service and content over the past year and it is the County's wish to continue this service:

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contract extension with SkillSoft for the provision of on-line content for employee training in an amount not to exceed $16,000 and be it further

RESOLVED, that funds necessary for the execution of the contract be made available from Fund Center 16110 Personnel, Account 516020 Professional Services Contracts & Fees, and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Commissioner of Personnel, the County Comptroller, the County Attorney, the Director of Budget & Management and the County Executive's Office