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COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

June 10, 2011

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

RE: Award of Employee Training Services Contract

Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to enter into 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,

Chris Collins
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Personnel Department
Re: Award of Employee Training Services Contract
Date: June 10, 2011

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. An RFP has been issued and the most qualified firm, as determined by the RFP committee, has been selected. Approval of this item will allow the County Executive to enter into an agreement with the selected firm to provide on-line training content services.

FISCAL IMPLICATIONS

Available funds within the Department of Social Services and unanticipated revenues in the 2011 Budget will be utilized to fund this project.

REASONS FOR RECOMMENDATION

Erie County is required to provide certain mandatory training services to county employees. As the result of an RFP, an appropriate vendor (SkillSoft) has been chosen to provide these mandated services. The rating sheet is attached to this communication as Attachment A.

CONSEQUENCES OF NEGATIVE ACTION

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

STEPS FOLLOWING APPROVAL

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: Award of Employee 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, the request for proposal provision of Section 19.08 of the Erie County Administrative Code was complied with and a summary of the process is included as Attachment A to this resolution; and

WHEREAS, the Erie County Department of Social Services has funds allocated in their 2011 Budget to pay for their portion of employee training; and

WHEREAS, funding to train employees outside the Department of Social Services needs to be identified; and

WHEREAS, the annual budget for Federal Medical Assistance Percentages (FMAP) has already been met.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contract with SkillSoft for the provision of on-line content for employee training in an amount not to exceed \$35,000; and be it further

RESOLVED, that funding in the amount of \$20,000 already exists within the 2011 Adopted Budget, Fund Center 12000, Account 516040 DSS Training and Education Program; and be it further

RESOLVED, that an increase in the 2011 Budget is hereby authorized for the purpose of funding the remaining \$15,000 of this contract with SkillSoft:

<u>Revenue</u>	<u>Increase</u>
Fund Center 120 Social Services Account 414030 Federal Medical Assistant Percentage (FMAP)	\$15,000

Expense

Fund Center 16110 Personnel	
Account 516020 Professional Services Contracts & Fees	\$15,000

;and be it further

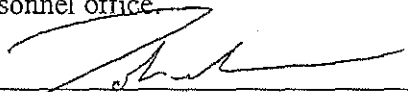
RESOLVED, that certified copies of this resolution be forwarded to the Commissioner of Personnel, the Commissioner of Social Services, the County Comptroller, the County Attorney, the Director of Budget & Management and the County Executive's Office

RFP 10177BC – Web-Based Training Content

Proposer	SkillSoft	Element K	EPI-USE America, Inc.	Dupont Sustainable Solutions	Training Today
Patricia Brammer, Training Coordinator	111	109	81	94	82
Robert Frank, DSS Staff Development Director	104	103	4	74	52
Raja Shekar, SAP Consultant	56	54	22	37	38
Total	271	266	107	205	172

Date of Scoring Project: November 30, 2010.

In my opinion, the recommendation to accept SkillSoft's proposal has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other material related to this matter are available for review at the Department of Personnel office.



 John Greenan, Commissioner, Department of Personnel 6/6/11
 Date

Reviewed by: 

 Jeff Hart, Deputy County Executive 6/13/2011
 Date