



ECLEG JUL09'13 #1049

COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

July 9, 2013

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

Re: Extension of Training Services Contract

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to extend, for one year, 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/jm
Enclosure

cc: John Greenan, Personnel Department

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Personnel
Re: Extension of Training Services Contract
Date: June 25, 2013

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 2013 Professional Services Contracts & Fees account. Funds not to exceed \$16,000 will be provided to execute this contract.

BACKGROUND

On June 30, 2011, the Legislature approved Comm. 13E-16, authorizing the hiring of SkillSoft to provide online training content. The terms of the contract allowed for extensions of the contract.

REASONS FOR RECOMENDATION

Erie County is required to provide certain mandatory training services to County employees. Approval of this contract will allow the Department of Personnel 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 Department of Personnel will take the necessary steps to execute the appropriate contract with SkillSoft.

**A RESOLUTION TO BE SUBMITTED BY:
DEPARTMENT OF PERSONNEL**

Re: Extension of Online 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, following a request for proposal process, on June 30, 2011, the County Legislature approved Comm. 13E-16, authorizing the county administration to retain SkillSoft to provide online training for employees; and

WHEREAS, on July 12, 2012, the County Legislature approved Comm. 13E-8, authorizing a contract extension with SkillSoft to provide online training for employees for an additional one year term; and

WHEREAS, the Department of Personnel has determined that SkillSoft is the most appropriate firm to continue to provide content for on-line training; and

WHEREAS, SkillSoft has provided this service and content over the past two years and it is the County's wish to continue using SkillSoft for an additional one year term.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a one-year 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.