



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

June 9, 2014

The Honorable  
Erie County Legislature  
92 Franklin Street – 4<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: Extension of Training Services Contract – Department of Personnel**

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to execute a contract for content services for online employee training.

Should your Honorable Body require further information, I encourage you to contact Commissioner of Personnel David Palmer. Thank you for your consideration on the matter.

Sincerely,



Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/mc  
Enclosure

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Erie County Department of Personnel  
**Re:** Extension of Training Services Contract – Department of Personnel  
**Date:** June 9, 2014

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### **SUMMARY**

Erie County is required to provide certain training to county employees. This training includes mandatory employee workplace violence training, harassment training, safety training, and privacy training. Authorization is requested 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 2014 Budget in the Professional Services Contracts & Fees account. Funds not to exceed \$17,000 will be provided to execute this contract.

### **BACKGROUND**

Following a request for proposal process in 2011, Skillsoft was selected to provide online training content to the County. Skillsoft has provided online training content to the County for three (3) years. The Department of Personnel and the Division of Information and Support Services has determined that Skillsoft is the most appropriate firm to content to provide content for online training.

The current contract with Skillsoft expires in July 2014.

### **REASONS FOR RECOMMENDATION**

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, safety training, and privacy 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 (Comm. 13E-8) and July 19, 2013 (Comm. 13E-19), the County Legislature approved authorizing contract extensions with Skillsoft to provide online training for employees for additional one year terms; and

WHEREAS, Skillsoft has provided this service and content over the past three (3) years; and

WHEREAS, the Department of Personnel and the Division of Information and Support Services has determined that Skillsoft is the most appropriate and cost-effective firm to continue to provide content for online training; and

WHEREAS, the Department of Personnel desires to continue contracting with Skillsoft for a three year contract period; and

WHEREAS, the nature of the software and its relation to the County's information systems (SAP) necessitate waiving of the request for proposals procedure as outlined in Section 19.08 of the Erie County Administrative Code.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contract for three years Skillsoft for the provision of online content for employee training in an amount not to exceed \$17,000 per year; 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 due to the nature of the service being provided and its linkage to the County's SAP system, the County is authorized to waive the request for proposals process and to retain Skillsoft; 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.