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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

June 22, 2017

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

Re: Employee Training Services Contract

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to enter into a contract for content services for web-based (on-line) employee training.

Should your Honorable body require further information, I encourage you to contact Erie County Personnel Commissioner David Palmer. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, reading "Mark C. Poloncarz". The signature is fluid and cursive, with the first name "Mark" and last name "Poloncarz" clearly distinguishable.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/pb
Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Personnel
Re: Award of Employee Training Services Contract
Date: June 22, 2017

SUMMARY

Erie County is required to provide specific training to county employees. This training includes mandatory employee compliance training, such as, workplace violence and harassment prevention, privacy and safety training. Non-mandatory online training courses include topics intended to develop and enhance employee's business and communication skills. An RFP was 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 web-based training content services.

FISCAL IMPLICATIONS

Available funds within the Departments of Personnel will be utilized to fund this training.

REASONS FOR RECOMMENDATION

Erie County is required to provide certain mandatory training services to county employees, and the current contract for on-line training expires July 19, 2017. 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.

BACKGROUND INFORMATION

Erie County began on-line training in 2011 after the County Legislature approved Comm.13E-16, authorizing the county administration to retain Skillsoft to provide such training for employees. The contract with Skillsoft was extended in 2012 (Comm. 13E-8) and in 2013 (Comm. 13E-19). The County Legislature approved authorizing contract extensions with Skillsoft to provide on-line training for employees for additional one year terms. In 2014 due to the nature of the service being provided and its link to the County's SAP system, the County was authorized to waive the request for proposal process and retain Skillsoft. On June 26, 2014, the County Legislature approved (Comm. 12E-29) authorizing the county administration to enter into a contract for three (3) years.

CONSEQUENCES OF NEGATIVE ACTION

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

STEPS FOLLOWING APPROVAL

The Erie County Departments of Personnel 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 specific legally mandated training courses to all county employees; and

WHEREAS, this mandated training includes employee workplace violence and harassment prevention, privacy and safety courses. Non-mandatory on-line training courses include topics to develop and enhance employee's business and communication skills; and

WHEREAS, following a request for proposal process the County Legislature on June 30, 2011 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 on-line training for employees for additional one (1) year terms.

WHEREAS on July 26, 2014, (Comm 12E-29) the County Legislature authorized a contract extension with Skillsoft to provide on-line training for employees for three (3) years, 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 selection process has determined that Skillsoft is the most appropriate and cost-effective firm to provide content for web-based (on-line) training; and

WHEREAS the Department of Personnel desires to continue contracting with Skillsoft for a three (3) year contract period; and

WHEREAS, the Department of Personnel has funds available within their 2017 Budget to pay for the remaining 2017 portion of the employee training contract.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contract for three (3) years with Skillsoft for the provision of

web-based (on-line) training content in an amount not to exceed \$17,000 per year; and be it further

RESOLVED, that funding in the amount of \$17,000 already exists within the 2017 Adopted Budget, Funds Center 16110 Personnel, Account 516020 Professional Services Contracts & Fees; and be it further

RESOLVED, that funding in the amount of \$17,000 per year be made available from Funds 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, and the Director of Budget and Management, and the County Executive's Office.

Attachment A

RFP 1711VF – Web-Based Training Content

<u>Reviewers</u>	<u>Proposer</u>	<u>Everfi</u>	<u>Innovalearn</u>	<u>Skillsoft</u>
Robert Frank, Director, DSS HRD		13	16	38
Joseph Ippolito, Asst Director, DISS		18	23	36
Patricia Brammer, Training Coordinator, Personnel Dept.		17	13	36
Total		48	52	110

Date of Scoring Project: 6/7/17

In my opinion, the recommendation is to accept the Skillsoft proposal. This process has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the Department of Personnel.



David Palmer, Commissioner of Personnel

6/12/17
Date

Reviewed by:

REF # 1711VF Evaluation for Web-Based Training Content Proposers

Reviewer – Robert Frank, review submitted on 6/7/17

Criteria	Proposer	Everfi	Innovalearn	Skillsoft
Address Objectives	3	2	5	
Technology Requirements	1	1	5	
Content Requirements	1	3	5	
Reporting Requirements	3	3	5	
Technical & Program Support	1	3	5	
Questionnaire	3	3	3	
Implementation	1	1	5	
Pricing and Contract	0	0	5	
Total	13	16	38	

*Robert Frank -
DSS At-11 Development Director
6/7/17*

REF # 1711VF Evaluation for Web-Based Training Content Proposers

Criteria	Proposer	Everfi	Innovalearn	Skillsoft
Address Objectives		3	3	5
Technology Requirements		3	3	3
Content Requirements		1	5	5
Reporting Requirements		3	5	5
Technical & Program Support		1	3	5
Questionnaire		3	3	3
Implementation		1	1	5
Pricing and Contract		3	0	5
Total		18	23	36

Joseph Appolito
6-7-17

REF # 1711VF Evaluation for Web-Based Training Content Proposers

Criteria	Proposer	Everfi	Innovalearn	Skillsoft
Address Objectives		3	3	5
Technology Requirements		3	3	3
Content Requirements		1	1	5
Reporting Requirements		3	3	5
Technical & Program Support		1	1	5
Questionnaire		3	1	5
Implementation		3	1	3
Pricing and Contract		0	0	5
Total		17	13	36

Patricia Brammer 6/7/17

COUNTY OF ERIE
CONFLICT OF INTEREST DISCLOSURE STATEMENT

3

NAME: Robert Frank

TITLE: Staff Development Director

DEPARTMENT OR AGENCY: ECDSS

PROJECT TO BE EVALUATED: **Web-Based Training Content RFP #1711 VF**

1. Current Employment: Do you, your spouse or dependent children currently hold a position with, or are actively seeking employment from, any of the organizations listed on **Attachment A** that are subject to evaluation? *[If none, please write "None."]*

Name	Relationship	Employer
<u>None</u>		

2. Past Employment: Have you, your spouse or dependent children held a position in the past five (5) years, either directly or indirectly, with any of the organizations listed on **Attachment A** that are subject to evaluation? *[If none, please write "None."]*

Name	Relationship	Employer
<u>None</u>		

3. Financial Interest: Describe any financial interest, affiliation and/or connection that you, your spouse or your dependent children may have, either directly or indirectly, with any of the organizations listed on **Attachment A** that are subject to evaluation. *[If none, please write "None."]*

None

4. Conflicts of Interest: Are there any other issues, factors and/or affiliations that pertain to you, your spouse or dependent children that may pose a conflict of interest or the appearance of a conflict of interest in the event that you participate in the evaluation process for the underlying project? *[If none, please write "None."]*

None

I Robert Frank certify that the above statements are true and correct to the best of my knowledge. I promise to update this disclosure form promptly in the event there is a change in relevant circumstances. If I should gain access to proprietary information belonging to other agencies, organizations or companies, I agree to protect their information from unauthorized use or disclosure and refrain from using such information for any purpose other than that for which it was furnished.

Signature: [Signature] Date: 6/5/17

COUNTY OF ERIE
CONFLICT OF INTEREST DISCLOSURE STATEMENT

3

NAME: PATRICIA BRAMMER
TITLE: TRAINING COORDINATOR
DEPARTMENT OR AGENCY: PERSONNEL

PROJECT TO BE EVALUATED: Web-Based Training Content RFP #1711 VF

1. Current Employment: Do you, your spouse or dependent children currently hold a position with, or are actively seeking employment from, any of the organizations listed on **Attachment A** that are subject to evaluation? *[If none, please write "None."]*

Name	Relationship	Employer
<u>NONE</u>		
<u> </u>		
<u> </u>		

2. Past Employment: Have you, your spouse or dependent children held a position in the past five (5) years, either directly or indirectly, with any of the organizations listed on **Attachment A** that are subject to evaluation? *[If none, please write "None."]*

Name	Relationship	Employer
<u>NONE</u>		
<u> </u>		
<u> </u>		

3. Financial Interest: Describe any financial interest, affiliation and/or connection that you, your spouse or your dependent children may have, either directly or indirectly, with any of the organizations listed on **Attachment A** that are subject to evaluation. *[If none, please write "None."]*

<u>NONE</u>
<u> </u>
<u> </u>

4. Conflicts of Interest: Are there any other issues, factors and/or affiliations that pertain to you, your spouse or dependent children that may pose a conflict of interest or the appearance of a conflict of interest in the event that you participate in the evaluation process for the underlying project? *[If none, please write "None."]*

<u>NONE</u>
<u> </u>
<u> </u>

I PATRICIA BRAMMER certify that the above statements are true and correct to the best of my knowledge. I promise to update this disclosure form promptly in the event there is a change in relevant circumstances. If I should gain access to proprietary information belonging to other agencies, organizations or companies, I agree to protect their information from unauthorized use or disclosure and refrain from using such information for any purpose other than that for which it was furnished.

Signature: Patricia Brammer Date: 6/2/17

COUNTY OF ERIE
CONFLICT OF INTEREST DISCLOSURE STATEMENT

3

NAME: Joe Ippolito

TITLE: Assistant Director of Application Services

DEPARTMENT OR AGENCY: D155

PROJECT TO BE EVALUATED: Web-Based Training Content RFP #1711 VF

1. Current Employment: Do you, your spouse or dependent children currently hold a position with, or are actively seeking employment from, any of the organizations listed on Attachment A that are subject to evaluation? [If none, please write "None."]

Name	Relationship	Employer
<u>None</u>		

2. Past Employment: Have you, your spouse or dependent children held a position in the past five (5) years, either directly or indirectly, with any of the organizations listed on Attachment A that are subject to evaluation? [If none, please write "None."]

Name	Relationship	Employer
<u>None</u>		

3. Financial Interest: Describe any financial interest, affiliation and/or connection that you, your spouse or your dependent children may have, either directly or indirectly, with any of the organizations listed on Attachment A that are subject to evaluation. [If none, please write "None."]

None

4. Conflicts of Interest: Are there any other issues, factors and/or affiliations that pertain to you, your spouse or dependent children that may pose a conflict of interest or the appearance of a conflict of interest in the event that you participate in the evaluation process for the underlying project? [If none, please write "None."]

None

I Joseph Ippolito certify that the above statements are true and correct to the best of my knowledge. I promise to update this disclosure form promptly in the event there is a change in relevant circumstances. If I should gain access to proprietary information belonging to other agencies, organizations or companies, I agree to protect their information from unauthorized use or disclosure and refrain from using such information for any purpose other than that for which it was furnished.

Signature: Joseph Ippolito Date: 6-7-17

Comm. 13E 29

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