



**STATE OF NORTH CAROLINA
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)
STATEWIDE IT PROCUREMENT OFFICE**

920A – ELEARNING PRODUCTS AND RELATED SERVICES

Contract Number:	920A
Effective Dates:	March 2, 2016 – March 1, 2026
Renewal Options:	None
Contract Administrator:	Ngoc Nguyen Ngoc.Nguyen@nc.gov
Phone:	919-754-6331
Bid Number:	ITS-008881 (DIT 300202)

**This contract cannot be accessed via
[NC E-Procurement @ Your Service](#)
Please see below for pricing and ordering instructions**

Scope

This contract is limited to the State's normal requirements for eLearning Products (Web-Based Training) and Related Services.

This contract is a **Convenience Contract**, but not mandatory, for the use of State Government Agencies and non-State Agencies as permitted by law. Such entities presently include the North Carolina University System and its member campuses, instructional components of the North Carolina Community College System, instructional components of the North Carolina Department of Public Instruction, as well as local (municipal and county) governments.

Agencies with the need to acquire services not covered by this contract are required to follow established purchasing procedures.

Vendor Contact Information

VENDOR	CONTACT
SKILLSOFT CORP. 300 Innovative Way Suite 201 Nashua, NH 03062 www.skillsoft.com	Rachel Graves Skillsoft Account Executive – State and Local Gov and Ed Email: Rachel.Graves@Skillsoft.com

Ordering Instructions

1. Agency emails a signed Letter of Intent (LOI) to Doug Ellis (see LOI template on pg. 7)
 - a. Letter of Intent (LOI) must include the following information:
 - Name of Agency/Division
 - Product/Service being requested
 - Number of Users
 - Total cost (To confirm correct pricing based on tiers, contact Doug Ellis.)
 - Name, email, and phone of purchasing contact
 - Name, email, and phone of training program administrator
 - b. Email the LOI to: doug.ellis@skillsoft.com
2. OPTIONAL: If purchasing during an Ordering Window (see “Ordering Windows” on pg. 3)
 - a. Skillsoft will tally licenses based on all submitted Letter of Intent (LOIs) and announce volume discounts, if applicable.
 - b. If the final tally results in volume discount, the Agency/Division will be asked to revise and resubmit the Letter of Intent (LOI) with the volume discount cost.
3. Agency/Division generates a Purchase Order (“PO”).

IMPORTANT! When generating POs for purchases under this contract:

 - a. Commodity code **920-91: Training, Computer Based (Software Supported)**
UNSPSC Code: **432315**
 - b. **Either attach a copy of the signed Letter of Intent to the PO or include in the PO line description: the *quantity, title, unit price* and *extended price* for each item ordered.**
 - c. PO is sent to Doug Ellis: doug.ellis@skillsoft.com
4. Skillsoft will email an invoice to the Purchasing Contact indicated on the PO or LOI.
5. Skillsoft will contact the Agency/Division to setup user access.

Ordering Windows

“Ordering windows” allow participants to utilize the license start dates described below to achieve greater cost savings. Purchases made within the ordering windows for like-products will be aggregated in an effort to achieve volume discounts for all participants participating in the same ordering window.

There are four (4) ordering windows during the calendar year:

- **Window 1:** February 10th through March 25th of the year, with licenses ordered during the window starting on March 30th and ending March 29th of the following year
- **Window 2:** May 10th through June 25th of the year, with licenses ordered during the window starting on June 30th and ending June 29th of the following year
- **Window 3:** August 10th through September 25th of the year, with licenses ordered during the window starting on September 30th and ending September 29th of the following year
- **Window 4:** November 10th through December 25th of the year, with licenses ordered during the window starting on December 30th and ending December 29th of the following year

NOTE: Volume discounts only apply to Agencies/Division purchasing **identical licenses/products during the same window.**

No aggregate discount applies because the Agencies didn't purchase identical products.

Participants are not required to place orders within the ordering windows.

Licenses may be purchased at any time through this Contract. However, no aggregate discounts will be applied for purchases outside an ordering window.

Minimum Orders

There is no minimum order requirement.

Transportation Charges

Not applicable.

Taxes

Prices do not include applicable North Carolina sales or use taxes.

Support

Online training and learning with online and/or telephone support is available to State Agencies and its licensed users 24 hours a day, seven days a week. Visit <http://support.skillsoft.com> for details.

License Reassignment

Licenses for terminated full-time Agency employees can be reassigned to another full-time, regular Agency employee for use during the remainder of the license term. License reassignments only apply to full-time, regular employees and exclude contractors or temporary employees of the Agency.

Demos & Evaluations

If you'd like to sample some of the Content and Platform Technology available, [click here](#).

Skillsoft also offers the ability to evaluate its solutions and will provide a 30-day trial upon request. Contact Doug Ellis, doug.ellis@skillsoft.com for details.

Product Information and Pricing

Prices are valid for the duration of the contract period stated on the Letter of Intent (LOI). ***At no time shall the purchasing agency pay more than the contract price.*** Agencies shall contact the Department of Information Technology, IT Procurement Office immediately and report to the Contract Administrator if there is a discrepancy between the invoiced price and the contract price.

Percipio Essential Launch - NOTE: Percipio Essential Launch service will be required as a one-time purchase for the initial year of any new purchase of the Skillsoft Product(s) listed below.

Number of Licenses	Skillsoft Product	Price Per License
1	Percipio Essential Launch (See Exhibit A-1 attached hereto)	USD 5,671.00

Percipio Compliance ES&H

Number of Licenses	Skillsoft Product	Price Per License
100 - 199	Percipio Compliance ES&H	USD 21.02
200 - 499	Percipio Compliance ES&H	USD 21.00
500 - 999	Percipio Compliance ES&H	USD 17.92
1,000+	Percipio Compliance ES&H	USD 16.04

Percipio Compliance Legal

Number of Licenses	Skillsoft Product	Price Per License
100 - 199	Percipio Compliance Legal	USD 21.02
200 - 499	Percipio Compliance Legal	USD 21.00
500 - 999	Percipio Compliance Legal	USD 17.92
1,000+	Percipio Compliance Legal	USD 16.04

Percipio Interskill

Number of Licenses	Skillsoft Product	Price Per License
2 - 199	Percipio Interskill	USD 771.35
200+	Percipio Interskill	USD 482.13

Percipio Skillsoft Advance 2.0

Number of Licenses	Skillsoft Product	Price Per License
2 - 199	Percipio Skillsoft Advance 2.0	USD 169.12
200 - 499	Percipio Skillsoft Advance 2.0	USD 156.90
500 - 999	Percipio Skillsoft Advance 2.0	USD 125.70
1,000+	Percipio Skillsoft Advance 2.0	USD 101.39

Percipio Skillsoft Leadership Development Program

Number of Licenses	Skillsoft Product	Price Per License
2 - 199	Percipio Skillsoft Leadership Development Program	USD 46.10
200 - 499	Percipio Skillsoft Leadership Development Program	USD 42.80
500 - 999	Percipio Skillsoft Leadership Development Program	USD 34.30
1,000+	Percipio Skillsoft Leadership Development Program	USD 27.67

Skillsoft Expert 3.0

Number of Licenses	Skillsoft Product	Price Per License
2 - 199	Skillsoft Expert 3.0	USD 269.87
200 - 499	Skillsoft Expert 3.0	USD 262.56
500 - 999	Skillsoft Expert 3.0	USD 202.45
1,000+	Skillsoft Expert 3.0	USD 162.81

Product Summaries

Collections are summarized below. A complete list can be viewed upon request.

Percipio Compliance ES&H is a package of Course Objects in the area of Safety and Health including, but not limited to, the Global Safety Compliance course, provided to Customer in US English and any additional languages as set forth in the product table above, in accordance with the terms and conditions set forth herein. Customer acknowledges that for Customer to enable full use of the Global Safety Compliance course, customizations are required. In the event that Customer elects to have Skillsoft perform such customizations, a mutually agreeable Statement of Work setting forth the work to be performed and the applicable fees shall be executed between the parties.

Percipio Compliance Legal is a package of Course Objects in the area of legal compliance including, but not limited to, the Global Code of Conduct course in accordance with the terms and conditions set forth herein. Customer acknowledges that for Customer to enable full use of the Global Code of Conduct course, customizations are required. In the event that Customer elects to have Skillsoft perform such customizations, a mutually agreeable Statement of Work setting forth the work to be performed and the applicable fees shall be executed between the parties.

Percipio Interskill shall mean the collection of approximately 200 mainframe courses. Skillsoft reserves the right to modify, restrict or update any content contained in Percipio Interskill throughout the Subscription Term.

Percipio Skillsoft Advance 2.0 is a package of selected assets in the area of business, productivity and collaboration, digital transformation, and technology and developer. Skillsoft reserves the right to modify, restrict, or update any content contained in the Percipio Skillsoft Advance 2.0 throughout the term of this Order Form.

Percipio Skillsoft Leadership Development Program is a package of selected assets in the area of leadership development, subject to the Authorized Audience level. Skillsoft reserves the right to modify, restrict, or update any content contained in the Skillsoft Leadership Development Program throughout the term of this Order Form.

Skillsoft Expert 3.0 is a package of selected assets in the area of business, productivity and collaboration, digital transformation, and technology and developer and a collection of interactive, hands-on practice environments in fifteen (15) programming languages across multiple domains. Skillsoft reserves the right to modify, restrict, or update any content contained in Skillsoft Expert 3.0 throughout the term of this Order Form.

PERCIPIO ESSENTIAL LAUNCH SERVICE ONLY

Skillsoft's Essential Launch service will guide the Customer through an implementation methodology that focuses on the elements of a successful program launch. The objective of this service is to implement an effective program that can be well communicated, reported upon and delivered to an organization quickly.

Project Scope and Duration

The Percipio Essential Launch project will take approximately four (4) to eight (8) weeks from Implementation Kickoff meeting..

Reporting

Skillsoft will enable standard Percipio reporting functionality, which is available to Customer administrators via the Percipio user interface. Customer will review online training materials to become familiar with the built-in reporting available in Percipio.

Outside of Scope

Any additional work not included in the scope above shall be performed at Customer's request at Skillsoft's then current rates associated with such work. A separate Statement of Work will be executed by the parties to memorialize any additional work, including project scope, fees, payment terms, and any other applicable details specific to such additional work.

Letter of Intent Template

DATE: *Date*

TO: Doug Ellis
Skillsoft
doug.ellis@skillsoft.com

FROM: *Agency POC*
Agency

SUBJECT: Letter of Intent to Purchase Skillsoft Licenses

This letter signifies the intent by *AGENCY* to purchase the following Skillsoft licenses:

License	Quantity	Volume Price	Extended
Example: SkillChoice Complete	25	\$220.00	\$5,500.00
Example: IT/Desktop Videos	25	\$0.00	\$0.00
Example: Leadership Advantage	25	\$100.56	\$2,514.00
Total			\$8,014.00

The 12-month contract period will be <DATE> through <DATE>

CAREFULLY READ THESE IMPORTANT INSTRUCTIONS

POs must reference DIT Statewide Term Contract 920A, the solution, number of licenses, unit cost, total cost, and contract period.

Use commodity code 920-91: Training, Computer Based (Software Supported) for POs issued under this contract.

All orders for SkillChoice Complete include IT and Desktop Support Videos at no extra cost. POs & LOIs **MUST INCLUDE A \$0.00 LINE ITEM FOR IT/DESKTOP VIDEOS FOR THE SAME NUMBER OF LICENSES AS SKILLCHOICE COMPLETE TO RECEIVE THE VIDEOS.**

Agency Purchasing Contact:

NAME
EMAIL ADDRESS
Phone

Training Administrator:

NAME
EMAIL ADDRESS
Phone

POC Signature and Title

Date

Amendments and Annotations

- Annotation 1: March 2, 2016 – added new Statewide Term Contract 920A
- Annotation 2: April 28, 2016 – ordering window information added, Letter of Intent template added, collection title count updates, & general language and formatting corrections.
- Annotation 3: April 3, 2017 – updated summary to reflect renewal
- Annotation 4: February 21, 2018 – updated summary to reflect renewal through March 1, 2019
- Annotation 5: February 7, 2019 – Contract administrator update.
- Annotation 6: February 27, 2019 – Contract Extension.
- Annotation 7: February 28, 2020 – Contract Extension.
- Annotation 8: May 18, 2020- New Account Representative
- Annotation 9: February 26- Revised to extend contract.
- Annotation 10: December 7, 2021- New Account Representative
- Annotation 11: Amendment to include Percipio Skillsoft pricing and extend contract.
- Annotation 12: Contact information update.
- Annotation 13: Added UNSPSC Code.
- Annotation 14: Contract Extension- 1-year.
- Annotation 15: March 1, 2024 - Contract Extension, 1 year. Updated Skillsoft account representative. Updated Contract Administrator.
- Annotation 16: June 6, 2025 – Contract Extension, 1 year. Updated pricing and products.
- Annotation 17: July 22, 2025 – Updated Account Representative