



**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, 2025
Renewal Options:	None
Contract Administrator:	Ngoc Nguyen Ngoc.Nguyen@nc.gov
Phone:	919-754-6331
Bid Number:	ITS-008881

**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	Arvin Alejandro Skillsoft Account Executive – State and Local Gov and Ed Phone: 629.221.2084 cell Email: Arvin.Alejandro@skillsoft.com

Ordering Instructions

1. Agency emails a signed Letter of Intent (LOI) to Arvin Alejandro (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 Arvin Alejandro.)
 - Name, email, and phone of purchasing contact
 - Name, email, and phone of training program administrator
 - b. Email the LOI to: Arvin.Alejandro@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 Arvin Alejandro: Arvin.Alejandro@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.**

Example 1:

Using the Product Information and Pricing Matrix below ([pg. 6](#)), if Agency 1 orders 100 “SkillChoice Complete” licenses, and Agency 2 orders 100 “SkillChoice Complete” licenses – each would pay the per-license rate based on 200 licenses (\$202.07).

Example 2:

Using the Product Information and Pricing Matrix below ([pg. 6](#)), if Agency 1 orders 100 “SkillChoice Complete” licenses, but Agency 2 orders 100 “Full Courseware Collection” licenses, Agency 1 would pay \$220.00 per license, while Agency 2 would pay \$160.00 per-license.

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](#).

Skillssoft also offers the ability to evaluate its solutions and will provide a 30-day trial upon request. Contact Arvin Alejandro, Arvin.Alejandro@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 Strategic Sourcing Office immediately and report to the Contract Administrator if there is a discrepancy between the invoiced price and the contract price.

Option Number	Topic or Group	Number of Titles	1-199 Users	200+ Users	500+ Users	1000+ Users
Content Collections						
1	Percipio Expert	3,700+ Courses 26,000+ Books	\$206.95	\$192.11	\$153.96	\$124.21
2	Percipio Advance	3,700+ Courses	\$156.61	\$145.38	\$116.51	\$94.00
Leadership & Professional						
3	Percipio Leadership Development Program	30 Topics	\$55.27	\$48.52	\$38.89	\$31.37
Specialty Learning Resources						
4	Interskill (Mainframe Training)	200+	\$1,334.00	\$833.50	Quote	Quote

Option Number	Topic or Group	Number of Titles	100+ Users	200+ Users	500+ Users	1000+ Users
5	Percipio Environmental, Safety & Health	130+	\$16.85	\$16.85	\$14.37	\$12.86
6	Percipio Legal Compliance	280+	\$16.85	\$16.85	\$14.37	\$12.86

Platform	Price	
Percipio Build Only	Free	New implementations of the Percipio platform must include one of these implementation services. Existing Agency/Divisions may migrate to a Percipio deployment with equivalent Percipio products at no additional cost.
Percipio Fast Launch	\$1,750	

SumTotal Maestro Learning Management System	Price per Student Enrollment
500-1,000 users	\$22.80
1,001-3,000 users	\$17.05
3,001-5,000 users	\$14.50
5,001-7,500 users	\$13.45
7,501-10,000 users	\$12.40
10,000+ users	Quote
SumTotal Maestro LMS Implementation Package*	\$25,000 (not per student) *Scoping required to validate services fee

Product Summaries

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

Percipio Skillsoft Expert- is a package of selected assets in the areas of business, management, productivity & collaboration tools and technology & developer. Skillsoft reserves the right to modify, restrict, or update any content contained in the Percipio Skillsoft Expert throughout the term.

Percipio Skillsoft Advance- is a package of selected assets in the areas of business, management, productivity & collaboration tools and technology & developer. Skillsoft reserves the right to modify, restrict, or update any content contained in the Percipio Skillsoft Advance throughout the term.

Percipio Environmental, Safety and Health (ES&H) Library – Courses that cover issues across pressing compliance subjects such as OSHA, EPA and DOT hazardous materials.

Percipio Compliance Legal- is a package of assets 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 Skillsoft Leadership Development Program- is a package of selected assets in the area of leadership development. Skillsoft reserves the right to modify, restrict, or update any content contained in the Percipio Skillsoft Leadership Development Program throughout the term.

Interskill Full Collection – An extensive curriculum of Interskill mainframe courses.

SumTotal Maestro Learning Management System – A web-based LMS that allows Agency/Divisions to develop, manage and deliver a variety of learning activities.

PERCIPIO BUILD ONLY

This Percipio Build is designed to make your Percipio learning environment available to Customer quickly, so Customer can launch to users in a fast and easy manner. This process focuses solely on standing up the Percipio platform and enabling Customer to utilize Percipio. After launch, Customer may purchase additional, optional, consulting services to assist you with additional Percipio platform consulting support, learning strategy, audience definition, custom channel creation and curation, and other ways to leverage and expand your Percipio environment.

Project Scope and Duration

The Percipio Build will take approximately one (1) week.

Percipio Build

Skillsoft will generate the URL to create Customer Percipio site and send communication to Customer with link to Percipio site and log-in instructions.

Customer Training

In order to familiarize Customer with the platform, Skillsoft will provide access to on-demand, web-based training.

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: Arvin Alejandro
Skillsoft
Arvin.Alejandro@skillsoft.com
629.221.2084

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 Skillssoft 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 Skillssoft account representative. Updated Contract Administrator.