**E-LeThis contract cannot be accessed via
NC E-Procurement @ Your Service
Please see below for pricing and ordering instructions**

DEPARTMENT OF INFORMATION TECHNOLOGY
IT Strategic Sourcing Office

920A – ELEARNING PRODUCTS AND RELATED SERVICES

Contract Number:	**920A**
Effective Dates:	March 2, 2021 – March 1, 2022
Renewal Options:	None remaining
Contract Administrator:	Monica Olsen
	Monica.Olsen@nc.gov
Phone:	919-754-6673
Bid Number:	ITS-008881

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. 107 Northeastern Blvd. Nashua, NH 03062 www.skillsoft.com	Crystal Noddin Skillsoft Account Director Phone: 866-347-9118 Email: crystal.noddin@skillsoft.com

Ordering Instructions

1. Agency/Division emails a signed Letter of Intent (LOI) to Crystal Noddin (see LOI template on pg. 11)

   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 Crystal Noddin.)
   - Name, email, and phone of purchasing contact
   - Name, email, and phone of training program administrator

   b. Email the LOI to: crystal.noddin@skillsoft.com

2. OPTIONAL: If purchasing during an Ordering Window (see "Ordering Windows" on pg. 4)

   a. Skillsoft will tally licenses based on all submitted Letter of Intents (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. Use commodity code **920-91: Training, Computer Based (Software Supported)**

   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 Crystal Noddin (crystal.noddin@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.

Skillsoft also offers the ability to evaluate its solutions and will provide a 30-day trial upon request. Contact Crystal Noddin, crystal.noddin@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.

Skillsoft Products Catalog: http://www.skillsoft.com/products/default.asp.
Skillsoft Course Catalog: http://www.skillsoft.com/catalog/.
Skillsoft Certification Catalog: http://www.skillsoft.com/catalog/certification/curricula.asp.

Option Number	Topic or Group	Number of Titles	Price per User for One 12-month License			
			1-199 Users	200+ Users	500+ Users	1000+ Users
	Content Collections					
1	SkillChoice Complete	3,700+ Courses 26,000+ Books	$220.00	$202.07	$175.82	$139.10
2	Full Courseware Collection	3,700+ Courses	$160.00	$139.58	$108.58	$82.29
3	Environmental, Safety & Health	470	$159.57	$49.21	$30.69	$20.82
4	Legal Compliance	345	$103.80	$32.54	$21.82	$13.99
	Choice Bundles: Environmental, Safety & Health and Legal Compliance in 25- or 50-title subsets					
5	Choice: 25 Compliance courses	25	$69.00	$24.15	$15.17	$10.03
6	Choice: 50 Compliance courses	50	$102.61	$32.87	$20.13	$14.02
	Choice Bundles (non-compliance) in 25- or 50-title subsets					
7	Choice: 25 Courses	25	$62.10	$21.73	$13.65	$9.02
8	Choice: 50 Courses	50	$92.35	$29.58	$18.12	$12.62
	Leadership & Professional					
9	Leadership Advantage Portal	42 Tracks	$100.56	$49.92	$33.20	$23.67
10	Professional Advantage Portal	25 Tracks	$80.44	$39.92	$26.55	$18.94
11	Leadership Channel Videos	4,875+	$47.60	$34.02	$19.11	$13.03
	Online Books Collections					
12	ITPro Collection	14,480+	$87.60	$58.73	$51.10	$38.67
13	BusinessPro Collection	10,700+	$87.60	$58.73	$51.10	$38.67
14	OfficeEssentials Collection	890+	$15.60	$8.58	$7.12	$5.85
15	GovEssentials Collection	1,865+	$15.60	$8.58	$7.12	$5.85
16	EngineeringPro	5,105+	$87.60	$58.73	$51.10	$38.67
17	FinancePro	1,885+	$87.60	$58.73	$51.10	$38.67
18	Analysts Perspectives Reports	4,665+	$87.60	$58.73	$51.10	$38.67
	Specialty Learning Resources					
19	Interskill (Mainframe Training)	200+	$1,334.00	$833.50	Quote	Quote
20	Welch Way	8 Programs	$130.00 per program	$75.94 per program	$55.25 per program	$41.15 per program
21	IT and Desktop Support Videos (included with Options 1 and 2 above)	31,000+	$52.00	$12.62	$9.40	$7.30

Option Number	Topic or Group	Number of Titles	Price per User for One 12-month License			
			1-199 Users	200+ Users	500+ Users	1000+ Users
22	Virtual Practice Labs	67 Labs	$195.00	$137.30	$115.92	$95.46
	Live Learning					
23	Live Learning – All Access	62 Certs	$1,430.00	Quote	Quote	Quote
24	Live Learning – All Access Cisco	31 Certs	$910.00	Quote	Quote	Quote
25	Live Learning – All Access Microsoft	25 Certs	$780.00	Quote	Quote	Quote
26	Live Learning – All Access Project Management	5 Certs 61 Courses	$780.00	Quote	Quote	Quote
27	Live Learning – All Access Virtualization	11 Certs	$910.00	Quote	Quote	Quote

Platform	Price
Dedicated Skillport / OLSA site [NOTE: this fee is waived for purchases of $15,000 or more]	$5,000

Customized Content	Price
Upload and Track Custom Content	$131.00 per course – Active Courses (AICC/SCORM Conformant)
Upload Non-trackable Content	$78.50 per course – Passive Courses (DOCs, PDFs, PPTs, etc.)

Course Development Tools and Training	
SkillStudio Tool (Modifies Skillsoft courses)	$5,000 (up to 4 developers)
SkillStudio Training (Required for new developers)	$4,000 (up to 4 developers)
SkillStudio Training (Open Enrollment)	$1,000
Dialogue Design (convert PPTs, DOCs, etc. to courses)	$4,000 (up to 4 developers)

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

LMS Integration	Price
Skillsoft *assists* customer by providing guidance, best practices, sample code, etc. The majority of actual effort is the responsibility of the customer.	No Cost
Skillsoft performs most of the effort, relying on customer technical assistance at times.	Quote

Product Summaries

Some collections are summarized below. A complete list can be viewed at:
Skillsoft Products Catalog: http://www.skillsoft.com/products/default.asp.
Skillsoft Course Catalog: http://www.skillsoft.com/catalog/.
Skillsoft Certification Catalog: http://www.skillsoft.com/catalog/certification/curricula.asp.

SkillChoice Complete Collection – All resources in SkillChoice Business, SkillChoice IT, and SkillChoice Desktop courseware bundles, IT & Desktop Videos, and Books24x7 Collections (ITPro, BusinessPro, and OfficeEssentials).

Full Courseware Collection – All resources in SkillChoice Business, SkillChoice IT, SkillChoice Desktop courseware bundles, and IT & Desktop Videos; however, does not include Books24X7 Collections (ITPro, BusinessPro, and OfficeEssentials).

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

Legal Compliance Collection – Customizable courseware that covers a wide range of topics, including ethics, harassment, employment issues, diversity, wage and hour, privacy, government contracting, and much more.

Leadership Advantage – Leadership Advantage and Government Leadership Advantage bundles that provide targeted leadership development programs.

Professional Advantage – Supports the professional development needs of individual contributors, including those not in supervisory or leadership capacities

Leadership Channel – On-demand video programs with best-selling authors, experts, and executives.

Books 24x7 Collections – ITPro, BusinessPro, and OfficeEssentials 24x7 Book Collections that provide leading on-demand business, technical and engineering content containing thousands of digitized "best-in-class" books, book summaries, research reports and best practices.

IT Performance Support Videos – Short performance support videos of 3-5 minutes, that cover many IT professional and end-user subjects. Included in SkillChoice Complete and Full Courseware bundles or may be purchased separately.

Virtual Practice-Labs – On-demand Virtual Practice-Labs can mirror almost any hardware or software configuration enabling IT professional to build critical technology skills in safe, virtual environments.

Live Learning – Expert-led virtual classroom training in core subjects such as Cisco Systems, Microsoft Technical, CompTIA, Project Management and VMWare.

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

Jack Welch Management Institute – The Welch Way – Delivers the core leadership skills managers need through a series of programs based on Jack Welch's proven, performance-driven approach to management. *Welch Way Management Institute may not be licensed by higher education institutions for faculty and students. Higher education institutions that desire to license Welch Way Management Institute must contact Skillsoft for authorization.*

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

Letter of Intent Template

DATE: ==*Date*==

TO: Crystal Noddin
Skillsoft
Crystal.Noddin@skillsoft.com
813-681-7119

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 <u>DIT Statewide Term Contract 920A, the solution, number of licenses, unit cost, total cost, and contract period</u>.

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

All orders for SkillChoice Complete include IT and Desktop Support Videos <u>at no extra cost</u>. 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.