

OK TRAINING Skillsoft: E-LEARNING PROGRAM AGREEMENT

Agency request for e-learning licenses for fiscal year 2016

This agreement is made and entered into this ____ day of _____, 2015, by and between _____ (“agency”) and Oklahoma Office of Management and Enterprise Services -Human Capital Management Division (“HCM”) for the purpose of seeking to provide the most cost-effective format in offering this e-learning program to state employees.

HCM Training and Development has partnered with the SkillSoft Company to provide e-learning as an alternative resource of training for State of Oklahoma employees.

HCM currently has a contract in place with SkillSoft which provides for a reduction in the cost of licenses for the program packages when purchased in bulk. HCM agrees to purchase the quantity and packages requested by the agency in this agreement and the agency agrees to reimburse HCM the full cost for the purchase of the quantity and packages requested by the agency.

The licenses purchased pursuant to this agreement will be effective Aug. 1, 2015, to July 30, 2016.

Below is the summary of license packages, costs, responsibilities and explanation of services from HCM and SkillSoft:

HCM/SKILLSOFT E-LEARNING PROGRAM PROPOSED COST:

Each cost is based on a minimum specified number of licenses plus an administration fee. All quotes are per license, per year and each license can only be assigned to one employee—licenses can't be shared.

PACKAGES		
Package 1	SkillChoice Desktop (Desktop courses, Desktop books and videos)	\$11
Package 2	SkillChoice Business and SkillChoice Desktop	\$83
Package 3	SkillChoice IT (Technical, professional IT courses, IT books and videos)	\$162
Leadership Advantage	Leadership and management development courses for current leaders and high potentials.	\$109
REQUIRED FOR CUSTOM CONTENT		
Dialogue Design License	Program to custom design courses and publish them in the SkillSoft environment.	\$785.71
Hosting/Storage (1 GB)		\$1,310
ADDITIONAL OPTIONS		
SkillStudio		\$4,000
Engineering Books		\$68



SUMMARY OF THE PROGRAM:

- SkillSoft is internet-based and mobile-friendly– accessible 24/7 anywhere there is internet service.
- SkillSoft Support is available 24/7 by phone, email or live chat.
- SkillSoft offers courses such as P-card Training.
- Licenses are assigned per person.
- Licenses can be transferred in the event of employee termination or non-use.
- Course completion, access, time, topics and grades are tracked and recorded.
- Certificates are available for each course completed.
- e-Learning is self-paced.
- Supervisors can assign courses or books with completion criteria to an employee.
- Each category provides curricula, certifications and test prep exams.
- Catalog provides courses, books, simulations, SkillBriefs, job aids and business exploration exercises.
- New courses are added monthly and new books weekly.
- Courses are up-to-date with industry trends.

AGENCY RESPONSIBILITIES FOR SYSTEM ADMINISTRATION:

All agencies are required to designate at least one employee as a system administrator. They can also designate multiple administrators with varying levels of system access, customized for their strategic needs. **The agency is responsible for maintaining a current list of agency licenses, adding and deactivating users, assigning content, developing custom content (if applicable) and resetting passwords.** HCM staff will help with bulk user changes, custom content uploads, licensing and troubleshooting.

HCM will provide training, through Skillsoft's existing products, for all administrators.

Please specify package type and quantity in the space provided below:

e-Learning Package Name/Number	Package Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I, being a duly authorized agent, have executed this Agreement the day and year first above written.

Agency Name

Contact Person

Phone/Email

Approval Signature

Title

Date

Remit all signed copies to:

Liz Brandon

Training Coordinator

Phone: 405.522.0762

Skillsoft@omes.ok.gov