

EM SUBMISSION NO.: EME2752014

PRESENTED: 5-14-14

ADOPTED: 5-15-14

**RESOLUTION TO NEW HORIZONS COMPUTER LEARNING CENTERS FOR MICROSOFT
OFFICE PRODUCTS TRAINING**

BY THE EMERGENCY MANAGER:

The Information Services Division is requesting to enter into an agreement with New Horizons Learning Centers for the purpose of training City of Flint personnel on the use of Microsoft Office products. Microsoft has awarded the City of Flint voucher certificates to cover this training. These certificate are accepted by New Horizons Learning Centers.

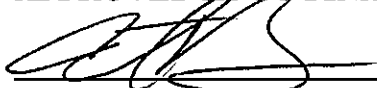
The Information Services Division is requesting to enter into a professional services agreement with New Horizons Learning Centers engage their services for this training. Funding for these services will be provided through the redemption of Microsoft vouchers with no additional cost to the City of Flint; and

IT IS RESOLVED, that the appropriate City officials, upon the Emergency Manager's approval, are hereby authorized to enter into an agreement with New Horizons Training Center

APPROVED AS TO FORM:


Peter M. Bade, City Attorney

APPROVED AS TO FINANCE:



For Gerald Ambrose, Finance Director

EM DISPOSITION:

ENACT ✓

REFER TO COUNCIL _____

FAIL _____


Darnell Earley, Emergency Manager

DATED: 5-15-14

RESOLUTION STAFF REVIEW

14-5118

DATE: May 2, 2014

Agenda Item Title:

New Horizons Learning Centers – Microsoft Office Products Training

Prepared By: V. Foster

Background/Summary of Proposed Action:

The City of Flint has upgraded its computer software and Microsoft products. Subsequently, the Information Services has a need to provide training to City employees. Microsoft has awarded the City SATV's (vouchers) to cover the cost of the training.

The Information Services Division solicited quotes from the following three vendors:

- Benchmark Learning, Troy, MI (declined)
- TechSherpas – Tampa, FL (provided a proposal for \$187,5000-will not accept training vouchers)
- New Horizons – Lansing, MI (redemption of 30 voucher certificates)

Financial Implications

None.

Budgeted Expenditure? ☒ Yes ☐ No Please explain if no:

Account No.:

n/a

Pre-encumbered? Yes No Requisition #

n/a

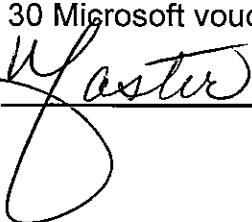
Other Implications (i.e., collective bargaining):

None.

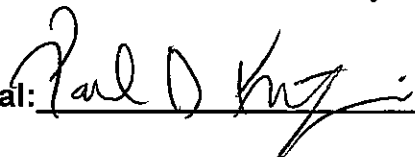
Staff Recommendation:

It is recommendation of the Information Services Division that an agreement be entered into with New Horizons Learning Centers to provide these services at a zero cost to the City through the redemption of 30 Microsoft vouchers.

Staff Person:



Approval:



City of Flint - Microsoft Office Pro

Onsite Training Classes

Key Deliverables, Approach & Price

As a result of our discussions and analysis of objectives along with your desired outcomes, New Horizons Computer Learning Centers is proposing the following solution to address your Microsoft Office Pro training needs.

Deliverable:

New Horizons will provide:

- Five (5) full days of training, divided into Three (3) Sessions per day
 - Sessions to accommodate 250+ students
- Prove-It assessments for all eligible City of Flint employees
 - To include Microsoft Excel 2013, Word 2013, PowerPoint 2013 & Publisher 2013
- Analysis of assessment results – determine number of Sessions dedicated to specific topics
- Physical courseware for each training topic student attends
- Quick Reference Guide for each training topic student attends

Approach:

- 5 Days of Training
 - Each day will consist of Three (3), 2 ½ hour sessions
 - Session 1 - 8:00am – 10:30am
 - Session 2 – 10:45am – 1:15pm
 - Session 3 – 1:45pm – 4:15pm
 - Each Session will contain a maximum of 30 students
- 15 total Sessions as follows: (this may vary based upon analysis of assessments)
 - Excel 2013 Part 1 & 2
 - Nine (9) total Sessions
 - Word 2013 Part 1 & 2; PowerPoint 2013; Publisher 2013
 - Six (6) total Sessions
- Administer Prove-It skills assessments for 400+ City of Flint employees
 - Analysis of results will determine number of Sessions dedicated to specific topics

Pricing:

The City of Flint will utilize Microsoft Software Assurance Training Vouchers (SATV's) for the Microsoft Office Pro training proposed in this document.

City of Flint – Private Group Training – Microsoft Office Pro

- 30 Total SATV's