

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: December 5, 2006

SUBJECT: Approve the Award of a Contract to New Horizons Computer Learning Centers for the Countywide Outlook Migration Training Program in the Maximum Amount of \$118,395.00

ACTION REQUESTED

Approve the award of a contract to New Horizons Computer Learning Center of Sacramento, CA. for the Countywide Outlook Migration Training Program in the maximum amount of \$118,395.00, and authorize the Purchasing Manager to sign the resulting contract.

BACKGROUND

The County will be migrating from the existing Novell GroupWise email environment to the Microsoft Exchange/Outlook email environment by April 2007. In order to maximize worker productivity during this transition, it is critical that end-users understand the Outlook email client and are comfortable with its interface to ensure a smooth transition. The Information Technology (IT) Division has identified the need for each current email user to receive a short, focused block of instruction. Although Training for County employees is exempt from the competitive process per PPM 1.3 (k), the IT Division obtained proposals from three qualified firms that provide technical training to County staff on an on-going basis. New Horizons submitted the lowest cost proposal of \$1,550.00 per day of training. Innovative Solutions Inc. submitted a proposal of \$2,500.00 per day of training and Quilogy submitted a proposal of \$2,559.32 per day of training. The County will only pay for days of training provided. The IT staff is familiar with New Horizons and has a high degree of confidence in their ability to provide quality training to County employees for the smooth transition of the Exchange/Outlook Migration Project.

FISCAL IMPACT

The contract amount for this project is \$118,395.00. The Administrative Service Department, through the IT Division, has budgeted appropriately for this project in the FY06/07 Budget.

cc: Clark L. Moots, Director of Administrative Services
Sandy Hammock, Senior Administrative Services Officer
Michael Lewis, IT Supervisor

