



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

July 1, 2026

Erie County Legislature  
92 Franklin Street, 4th Floor  
Buffalo, New York 14202

**RE: Training Services and Learning Management System Contract (RFP # 2026-035VF)**

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to enter into a contract for content services for web-based (on-line) employee training and accompanying learning management system to track employee completion of required training.

Should your Honorable body require further information, I encourage you to contact Erie County Personnel Commissioner Brian C. Bray. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in blue ink, reading "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/bb  
Enclosure

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Erie County Department of Personnel  
**Re:** Employee Training Services and Learning Management System Contract  
(RFP # 2026-035VF)  
**Date:** July 1, 2026

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### **SUMMARY**

Erie County is mandated to provide specific training to its employees, including workplace violence and harassment prevention, privacy, and safety compliance. Additionally, the county offers non-mandatory online courses to foster business and communication skill development. Following a formal RFP process (RFP # 2026-035VF), the selection committee has identified Skillsoft as the most qualified firm to provide these services. Approval of this item authorizes the County Executive to enter into a new agreement for web-based training content and a learning management system (LMS).

### **FISCAL IMPLICATIONS**

The annual cost will be split between the Departments of Personnel and Social Services, and sufficient funding is available within the professional services accounts of each department. The contract for the initial three-year term is set at \$51,952.29 per year.

### **REASONS FOR RECOMMENDATION**

The County's current contract for online mandated training is nearing expiration. Utilizing an online provider is essential because the County does not have sufficient internal staff to provide this required training in person for the entire workforce. Skillsoft was selected through a competitive RFP process based on their demonstrated capability, experience, and cost-effectiveness.

### **BACKGROUND INFORMATION**

Erie County has utilized online training platforms since 2011 to maintain compliance with federal and state regulations. These mandated services address critical areas such as: Sexual harassment prevention, workplace discrimination, occupational safety and health, and cybersecurity awareness. The Legislature most recently authorized a three-year contract for these services in 2023.

### **CONSEQUENCES OF NEGATIVE ACTION**

If this contract is not approved, Erie County will be unable to provide legally mandated training. This would result in the County being non-compliant with various state and federal regulations, potentially increasing legal and financial liability.

### **STEPS FOLLOWING APPROVAL**

The Departments of Personnel and Social Services will coordinate with the County Attorney and the selected vendor to execute the contract for the term beginning July 19, 2026.

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF PERSONNEL

Re: Training Services and Learning Management System Contract (RFP # 2026-035VF)

WHEREAS, Erie County is mandated by law to provide specific training courses to all county employees; and

WHEREAS, these required courses include essential training in workplace violence and harassment prevention, privacy, safety, and cybersecurity awareness; and

WHEREAS, the County utilizes online training services to ensure compliance across the workforce as it lacks sufficient staff for comprehensive in-person training; and

WHEREAS, the previous contract for these services was authorized in 2023 and a new selection process has been conducted in compliance with Section 26.08 of the Erie County Administrative Code; and

WHEREAS, the evaluation panel has determined that Skillsoft remains the most qualified and cost-effective firm to provide web-based training content and learning management system (LMS) services; and

WHEREAS, the Departments of Personnel and Social Services will share the costs for these services and have identified necessary funding within their respective professional services accounts.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into a contract with Skillsoft for a three (3) year term beginning July 19, 2026, and ending July 18, 2029 in an amount not to exceed \$51,952.29 per year; and be it further

RESOLVED, that the County is authorized to exercise up to three (3) optional one-year extensions with the progressive rate increases of option year 1 (2029-2030): \$53,510.86, option year 2 (2030-2031): \$55,116.19, and option year 3 (2031-2032): \$56,769.68; and be it further

RESOLVED, that funding to cover the initial yearly cost already exists within the 2026 Adopted Budgets for the Departments of Personnel (Fund 110, Funds Center 16110) and Social Services (Fund 110, Funds Center 120) Account 516020 Professional Services Contracts & Fees; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, Comptroller's Office, Department of Personnel, Department of Law and the Division of Budget and Management.



## PERSONNEL DEPARTMENT

### Recommendation for RFP 2020-023VF: Training Services and Learning Management System Contract (RFP # 2023-033VF)

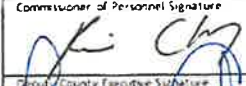
The review panel has completed its task of evaluating the proposals for the above-named RFP. The proposals were graded by each panel member based on the following factors:

1. A complete and responsive proposal as required by this RFP
2. Demonstrated capability to provide the services.
3. Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
4. Experience to perform the proposed services.
5. Financial ability to provide the services.
6. Projected approach and plans to meet the requirements of the Pricing and Contract Terms

| Proposer                               | Total Three-Year Cost | Panel Score | Ranking |
|----------------------------------------|-----------------------|-------------|---------|
| Skillsoft                              | \$155,856.87          | 7.79        | 1       |
| CCS Learning Academy                   | \$205,800.00          | 7.43        | 2       |
| Absorb Software North America, LLC     | \$276,100.00          | 7.15        | 3       |
| Meridian Knowledge Solutions, LLC      | \$309,475.00          | 7.91        | 4       |
| Target Solutions Learning LLC          | \$470,405.00          | 6.88        | 5       |
| American Technology Consulting (ATC)   | \$388,500.00          | 6.98        | 6       |
| Concourse Tech Inc.                    | \$432,000.00          | 7.28        | 7       |
| ArBo Global                            | \$503,163.00          | 5.67        | 8       |
| Knowledge Management Interactive, Inc. | \$775,320.00          | 7.1         | 9       |
| Amarel US, LLC                         | \$842,000.00          | 5.76        | 10      |
| Venturit Inc.                          | \$1,037,000.00        | 6.07        | 11      |
| Envolve Media                          | \$1,134,000.00        | 5.19        | 12      |

It is recommended that Skillsoft provide Training Services and Learning Management System Contract. Supporting documentation is included in this packet.

The Department of Personnel has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.

|                                                                                                                            |                                |                 |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| Commissioner of Personnel Signature<br> | Printed Name<br>Debra Bray     | Date<br>5/28/26 |
| Deputy County Executive Signature<br>   | Printed Name<br>Lisa M. Chmura | Date<br>5/29/26 |