



REQUEST FOR BOARD ACTION

ITEM NO. 6.

DATE OF MEETING: September 16, 2013

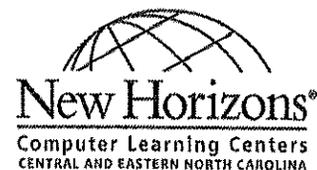
REQUESTED BY: Erik Harvey, ITS Director.

SHORT TITLE: Resolution Authorizing Purchase of Training Vouchers from New Horizons for IT Training in the Amount of \$32,150 and Master Technology Lease Agreement in the Amount of \$6,600 to Manage and Support the County's Virtual Infrastructure.

BACKGROUND: As changes in technology have accelerated, it's becoming even more crucial that the Information Technology Services (ITS) Department keep its' employees trained and provide continuing education opportunities in order to sustain a highly skilled and specialized workforce. The ITS Department is responsible for supporting departmental technologies, systems, and providing training to County employees, when applicable. The ITS Department will cover their training costs under its' Contracted Services, Account #: 445-405500, and the Master Technology Lease Agreement.

SPECIFIC ACTION REQUESTED: To consider a resolution to purchase training vouchers from New Horizons for IT training in the amount of \$32,150 and utilize the Master Technology Lease Agreement in the amount of \$6,600 to manage and support the County's virtual infrastructure.

Training Services Agreement – Local Technical Coupons



Date Prepared: 8/21/13 **Expires:** 9/30/13 **Contact:** Erik Harvey
Company: Pender County **PO:** _____
Street Address: 805 Walker St. **City, State, Zip:** Burgaw, NC 28425
Payment Terms: Credit Card Invoice Other **Name on Card:** _____
Credit Card #: _____ **Security Code:** _____ **Expiration :** _____
Billing Address: Same as above **Amount:** _____
 Email Mail Do Not Send **Receipt / Invoice to:** _____
Additional Comments: _____

Agreement Terms

1. Coupon purchases are non-refundable.
2. Coupons are only valid at our Raleigh/Durham location (5400 S. Miami Blvd., Suite 140 Durham, NC 27703).
3. Coupons are valid for 1 year from the purchase date. Coupons will not be honored after the expiration date.
4. Coupons are valid for 1 day of traditional instructor lead, online LIVE category A ,B, and C technical training. 5 vouchers will be required for a 5 day class. (some exceptions apply)
5. Withdrawals, cancellations, or rescheduling notifications, (late cancellations), received in writing less than 7 business days prior to a scheduled class will result in the forfeiture of the assigned coupon(s). Late cancellation notifications will be given 1 opportunity to reschedule for a fee of \$250 and the cost of any additional labs. The reschedule applies to the same class and must be within 6 months from the originally scheduled class date on a space available basis. All fees must be paid in full before the rescheduled enrollment will be confirmed.
6. If you arrive more than 15 minutes late on the first day of class, your seat may be given to another student on the waiting list. If you arrive more than 30 minutes late on the first day of class, you will be considered a late cancellation and the terms and conditions above apply.

Please Note:

Publicly scheduled classes may be rescheduled or cancelled by New Horizons due to low enrollment or for other business reasons.

Description of Services:

<u>Quantity</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Coupon Expiration Date:</u>	<u>Price:</u>
<u>18</u>	<u>Local Technical Coupons B</u>	<u>9/30/13</u>	<u>9/30/14</u>	<u>\$ 6,300.00</u>
<u>47</u>	<u>Local Technical Coupons C</u>	<u>9/30/13</u>	<u>9/30/14</u>	<u>\$ 25,850.00</u>
Total:				<u>\$ 32,150.00</u>

I have read and understand New Horizons' Training Services Agreement. I agree to make payment in full for services upon receipt of the invoice from New Horizons Computer Learning Center. Payment must be received before any enrollments using the local coupons will be honored.

Client Signature: _____ **Title:** _____
Printed Name: _____ **Date:** _____

Please return via fax to: (919) 336-1019 Attn: Jon Kudlick.
 5400 South Miami Blvd. Suite 140, Durham, NC 27703
 Phone: (919) 336-1000 Fax: (919) 336-1019 Web: www.nhrtp.com

Mgmt Approval: _____

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<u>12</u>	<u>Local Technical Coupons C</u>	<u>9/30/13</u>	<u>9/30/14</u>	<u>\$ 6,600.00</u>
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