

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Bureau of Purchase and Property
25 Capitol Street – Room 102
Concord, New Hampshire 03301

DATE: 5/12/2015

NOTICE OF CONTRACT

COMMODITY: TRAINING SERVICES (for DAS/Bureau of Education & Training)
Desktop Applications, Soft Skills Workshops

CONTRACT NO.: 8001438

NIGP CODE: 918-3800

CONTRACTOR: TAILLON PC BUSINESS SOLUTIONS V# 159673 B001
111 WILLARD WAY
PLAISTOW, NH 03685

CONTACT INFO: GREG TAILLON TEL. 603-382-7239 G.Taillon@Comcast.net

STATE CONTACT INFO: CINDY JONES 603-271-1434 Cynthia.Jones@nh.gov

EFFECTIVE FROM: AUGUST 9, 2013 THROUGH AUGUST 31, 2016

TERMS: Net/30 Days from date of invoice

PRICING: Pricing included all set-up, administration, course materials, contractor travel expenses and all other costs associated with providing a class at a BET training site in Concord NH.

SCHEDULING: NH Bureau of Education & Training (BET) shall contact the Contractor and shall make all arrangements to schedule classes and enroll students. The BET shall work with the Contractor to schedule classes at a mutually agreeable date and time.

INVOICING: Invoices for training services performed shall be submitted to BET after completion of a training course. Invoice shall reference title of course, number of students, pricing and course dates.

BALANCE OF PRODUCT LINE: During the term of this Contract, BET may request that the Contractor provide a course not already specified. BET shall provide the Contractor with a specific training request and the number of students to participate. The Contractor shall provide a written price quotation that may not exceed \$600 for any single day of training. BET may negotiate that price to remain within certain budget criteria.

FOR ADDITIONAL INFORMATION/QUESTIONS:

Robert Lawson, Purchasing Agent (603) 271-3147 email address: bob.lawson@NH.Gov

COST TABLES

SECTION 1 - COMPUTER SKILLS

SUBMITTED PRICING MAY NOT EXCEED \$600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS

COURSES IN THIS SECTION USING MICROSOFT OFFICE PRODUCTS SHALL USE MICROSOFT OFFICE SUITE 2000-2007 SOFTWARE

	Total Cost	Course
DESKTOP APPLICATIONS	Per Day	Duration
MS Access (beginner, intermediate and advanced) - various versions	\$400.00	2 Days
MS Outlook (beginner, intermediate)	\$400.00	2 Days
MS Excel (beginner, intermediate and advanced) – various versions	\$400.00	2 Days
MS PowerPoint (beginner, intermediate and advanced) – various versions	\$400.00	2 Days
MS Publisher (beginner, intermediate and advanced) –various versions	\$400.00	2 Days
MS Project (beginner and intermediate)	\$400.00	2 Days
MS Visio (beginner and intermediate)	\$400.00	2 Days
MS Word (beginner, intermediate and advanced) – various versions	\$400.00	2 Days
Windows Operating System - various versions	\$400.00	1 Day
	Total Cost	Course
WORKSHOPS	Per Day	Duration
Excel Forecasting & Trend Analysis	\$400.00	1 Day
Excel Pivot Tables	\$400.00	2 Days
Excel Pivot Charts	\$400.00	1 Day
Excel What-if Business Data Analysis	\$400.00	1 Day
Excel Statistical Analysis	\$400.00	1 Day
Excel Formula Workshops	\$400.00	1 Day
Excel for Finance (Financial Functions and Models)	\$400.00	1 Day
Access Database Design Workshop	\$400.00	1 Day
Access VB/VBA Workshop	\$400.00	2 Days
Access Query Design Workshop	\$400.00	1 Day
Access SQL Query Programming (beginner, intermediate)	\$400.00	2 Days

SECTION 2 - COMPUTER SKILLS

SUBMITTED PRICING MAY NOT EXCEED \$600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS

COURSES IN THIS SECTION USING MICROSOFT OFFICE PRODUCTS SHALL USE MICROSOFT OFFICE SUITE 2010 SOFTWARE AND LAPTOPS WITH MS OFFICE SUITE 2010 SHALL BE PROVIDED BY THE CONTRACTOR

	Total Cost	Course
DESKTOP APPLICATIONS	Per Day	Duration
MS Access (beginner, intermediate and advanced) - various versions	\$600.00	1 Day
MS Outlook (beginner, intermediate)	\$600.00	1 Day
MS Excel (beginner, intermediate and advanced) – various versions	\$600.00	1 Day
MS PowerPoint (beginner, intermediate and advanced) – various versions	\$600.00	1 Day
MS Publisher (beginner, intermediate and advanced) –various versions	\$600.00	1 Day
MS Project (beginner and intermediate)	\$600.00	1 Day
MS Visio (beginner and intermediate)	\$600.00	1 Day
MS Word (beginner, intermediate and advanced) – various versions	\$600.00	1 Day
	Total Cost	Course
WORKSHOPS	Per Day	Duration
Excel Forecasting & Trend Analysis	\$600.00	1 Day
Excel Pivot Tables	\$600.00	2 Days
Excel Pivot Charts	\$600.00	1 Day
Excel What-if Business Data Analysis	\$600.00	1 Day
Excel Statistical Analysis	\$600.00	1 Day
Excel Formula Workshops	\$600.00	1 Day
Excel for Finance (Financial Functions and Models)	\$600.00	1 Day
Access Database Design Workshop	\$600.00	1 Day
Access VB/VBA Workshop	\$600.00	2 Days
Access Query Design Workshop	\$600.00	1 Day
Access SQL Query Programming (beginner, intermediate)	\$600.00	2 Days

SECTION 3 - SOFTSKILLS

SUBMITTED PRICING MAY NOT EXCEED \$600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS

	Total Cost	Course
Topics	Per Day	Duration
Business Writing Basics	\$600.00	1 Day
Conducting Effective Meetings	\$600.00	1 Day
Managing Stress	\$600.00	1 Day
Conflict Resolution	\$600.00	1 Day

8. QUALITY ASSURANCE AUDITING

The State shall have the option to send a BET employee to each course to observe and review the quality of the presentation.

9. CLASS EVALUATION FORMS

The Contractor shall distribute a BET provided evaluation form to all participants in any class.

10. COURSE EVALUATION REPORT

Within two (2) weeks from the end of any class, the Contractor shall submit a report, with participant class assessments, to the BET. The report shall include the student evaluations of the class instructor and course. Report format shall be provided to the Contractor by the BET.

11. COURSE SCHEDULING

The BET shall work with the Contractor to schedule classes at a mutually agreeable date and time.

12. STATE AGENCY WORK SPACE

Contractor shall provide training on-site at State of New Hampshire BET training room facilities. The BET shall provide necessary workspace, facilities and office equipment, including desktop computers, and shall work with the Contractor to ensure that all other necessary requirements are in place at time of classes.

13. QUALIFICATIONS

Instructors who shall provide training in Management and other Non-Technical training courses shall have a Masters degree in Business, Public Administration, Organizational Development, or other appropriate certifications, and shall have a minimum of three years experience in adult training and education.

14. SPECIAL SITUATIONS

During the term of the contract BET may have a need to offer a course but due to low enrollment or some other budgetary constraint it would not be feasible to offer the course at the contracted price. In such a situation BET and the Contractor may negotiate an acceptable price for the presentation of that class so as to remain within the available budget.