REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT

RAPPORT

Our File/N/Réf.

Your File/V/Réf.

DATE   20 November 1996

TO/DEST.   Co-ordinator
                  Corporate Services and Economic Development Committee

FROM/EXP.   Finance Commissioner

SUBJECT/OBJET   **TRAINING APPOINTMENT**
                  1997-98 MICROCOMPUTER COURSES

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee and Council approve the appointment of Nexus Training Brokers Inc. of Ottawa, Ontario to provide microcomputer training services for 1997-98 for an estimated expenditure of $324,000.

BACKGROUND

Information Systems Division (ISD) is responsible for providing microcomputer training as requested by departments.

There is an on-going requirement to train staff throughout RMOC in the Office suites as well as OrgPlus for Windows, MS-Project and a number of specialized workshops to increase productivity and to provide staff with a consistent level of understanding of the Corporate standard software products. ISD is also responsible for coordinating the delivery of microcomputer training for Ottawa-Carleton Regional Police Services.

DISCUSSION

A Request for Proposal (RFP) was developed to cover 1997-98 Corporate computer training requirements. The RFP was sent to 8 firms who provide microcomputer training. Five firms submitted proposals (summary attached at Annex A) and CTC Computer Training Centre, Nexus Training Brokers and PBSC Computer Training Centres were shortlisted. Bids were evaluated on their understanding of our requirements, experience, quality of trainers, knowledge of the products, proposed course content, training materials and cost. The proposal itself was supplemented by tests administered to the trainers and interviews with both trainers and sales staff.

Nexus Training Brokers, Inc., Ottawa, Ontario was selected as the winning proposal.

Training for RMOC departments and Ottawa-Carleton Regional Police Services will include the following software products:

- Corel and Microsoft Office Suites and Org Plus for Windows at a per diem rate of $390;
- MS-Project at a per diem rate of $650;
- Specialized workshops, Internet Technologies, MS-Mail and Schedule+ at a ½ day rate of $234;

These costs include training material. The total estimated expenditure in 1997 is $189,000 (including GST). $108,000 will be cost recovered from Ottawa-Carleton Regional Police Services for their training initiative. The total estimated expenditure in 1998 is $135,000 (including GST). $54,000 will be cost recovered from Ottawa-Carleton Regional Police Services. These estimates are based on expected requests by Regional departments.

CONSULTATION

The consultation process is not applicable.

EXPENDITURE JUSTIFICATION

Computer resource training is an on-going requirement within the Corporation. It enables staff to efficiently and effectively apply the features and functions available in the software products they use in their daily work. This contract allows RMOC to realize significant cost savings over the normal per diem rates charged by firms.

FINANCIAL STATEMENT

Funds are budgeted within individual departmental training budgets and recoveries will be processed through the Corporate Microcomputer Training fund 012-17131-2330.

Approved by
J.C. LeBelle

SUPPLY MANAGEMENT DIVISION COMMENT

I concur,

Approved by
G. Ford on behalf of the
Finance Commissioner

FINANCE DEPARTMENT COMMENT

Costs for training will be recovered through departmental budgets. This represents a precommitment against the 1997/98 operating budget.
Subject to Council approval.

Approved by T. Fedec
on behalf of the Finance Commissioner

Responses to Microcomputer Training Request For Proposal

Company	Cost for 1 instructor and 1 manual per student at RMOC training site		Course development	Reproduction of manuals
	per diem	**per ½ day**		
Educom	$700	$500	$0	$50,000
Executrain	$555	$367.50	$0	Purchase of site license required. No price quoted.
PBSC Computer Training Centres	$390	$300	$350	Purchase of site license required. No price quoted
Nexus Training Brokers	**$390**	**$234**	**$0**	**$0**
CTC Computer Training Centres	$330	$155	$0	$0