



Snohomish County Council

Committee: Public Infrastructure and Conservation

Analyst: Deb Evison Bell

ECAF: 2023-0647

Proposal: Motion 23-268

Date: July 18, 2023

Consideration:

The proposed motion would approve and authorize the County Executive to execute Amendment 1 to the Professional Service Agreement between Snohomish County and Technology Learning Group, Inc. dba TLG Learning, under SCC 3.04.140(8).

Background:

In March 2018, Snohomish County issued an RFP 23-18 for on-site training of employees in Microsoft Office suite products. After review, the evaluation committee proposed awarding the work to Technology Learning Group (TLG Learning). TLG Learning provides classes for up to 15 participants each on several Microsoft software products, including the Microsoft Office Suite, SharePoint, Power BI, Skype, and others. Textbooks are provided electronically to the participants. The original agreement is set to expire August 31, 2023.

In 2023, RFP 23-036BC was issued and TGL Learning was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal. Amendment 1 to the existing Agreement will allow for IT to continue offering live classroom training for Microsoft products, virtually or on-site at the County campus.

Current Proposal:

Scope: The proposed motion would allow for Amendment 1 to the Agreement for Professional Services and associated amendments with TLG Learning to provide Microsoft Office software Training.

Duration: Amendment 1 extends the agreement from September 1, 2023, through August 31, 2026, with one (1) optional two (2) year term.

Fiscal Implications: The expenditure is anticipated in the 2023 budget for Information Technology and will be included in future budget requests.

	Start	End	Total Expense
Original (Motion 18-284)	9/24/2018	8/31/2023	\$250,000
Amendment 1	9/1/2023	8/31/2026	\$250,000

2023 Budget: Yes, the 2023 Budget includes appropriation authority for the contract.

Future Budget Impacts: Funding for ongoing maintenance and support is included in the approved 2023 budget and will be included in future budget requests.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment allows for continued education on Microsoft Office suite.

Requests: Move to GLS on July 19, 2023, for consideration.