



VIRGINIA BEACH CITY PUBLIC SCHOOLS

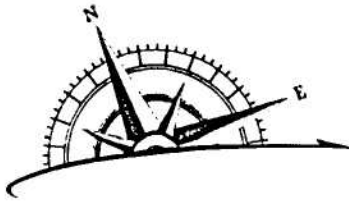
CHARTING THE COURSE

OFFICE OF PURCHASING SERVICES
2512 GEORGE MASON DRIVE
VIRGINIA BEACH, VA 23456
(757) 263-1175

PUBLIC NOTICE SOLE SOURCE PROCUREMENT

Date:	June 25, 2019
Vendor/Contractor:	Scenario Learning D/B/A Vector Solutions
Contract Amount:	\$49,790.00
Description of Services:	Interactive, multimedia staff training in safety and risk management.
Sole Source Determination:	Continuation of an existing contract and a significant investment in customized training courses.
Date of Award:	TBD

J. Kevin Beardsley
Director of Purchasing
6/25/2019 3:34 PM



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of Budget and Finance
Department of Human Resources

MEMORANDUM

TO: J. Kevin Beardsley
Office of Purchasing Services

FROM: Farrell E. Hanzaker, Chief Financial Officer *FEH*
Department of Budget and Finance

John A. Mirra, Chief Human Resources Officer *JAM*
Department of Human Resources

VENDOR: Scenario Learning D/B/A Vector Solutions
(Annual Mandatory Employee Training)

DOLLAR AMOUNT: \$49,790.00

DATE: June 24, 2019

This memo serves as a request for a sole source purchase of an interactive multi-media training and administrative documentation from Safe Schools (powered by Vector Solutions) Learning Management System.

Annual safety and risk management training for employees of Virginia Beach City Public Schools (VBCPS) is extremely difficult to conduct and track. Interactive web-based training provides an effective solution. This training eliminates all travel and provides employee input and questions and allows course content to be updated almost immediately. It enables VBCPS to facilitate collecting and tracking information on employee progress and allows us to receive instantaneous feedback on examinations. Many of the courses have been customized to meet the needs of particular departments. The following is a list of safety and risk management training topics that is required by the Occupational Safety and Health Administration (OSHA), VBCPS policy or simply to help reduce our liability risk:

Employee training modules required for ALL employees:

1. *Boundary Invasion*
2. *Diversity Awareness: Staff to Staff*
3. *Email and Messaging Safety*
4. *Health Emergencies: Life Threatening Allergies*
5. *Office Ergonomics*
6. *Protection Against Malware*
7. *Sexual Misconduct: Staff to Student*
8. *Slips, Trips and Falls*
9. *Workplace Bullying: Awareness and Prevention*

Employee training modules required for specific job titles (in addition to the above):

10. *Aerial Lift Safety (selected Maintenance and Custodial employees)*
11. *Asbestos Awareness (all Custodial and Maintenance employees)*
12. *Bloodborne Pathogen Exposure Prevention (selected employees per VBCPS Exposure Plan)*
13. *Automatic External Defibrillators (all teachers and administrators)*
14. *Cardiopulmonary Resuscitation (all teachers and administrators)*
15. *Civil Rights for Food Services (all Food Service employees)*
16. *Classroom Safety (all teachers and administrators)*
17. *Confined Spaces (selected Maintenance employees)*
18. *Crossing Guard Safety (all security assistants)*
19. *Fall Protection (selected Maintenance employees)*
20. *First Aid (all teachers and administrators)*
21. *Forklift Safety (selected employees that operate a forklift)*
22. *Hand and Power Tool Safety Overview (Technical Education and Drama teachers)*
23. *Hazard Analysis Critical Control Points: HACCP (all Food Service employees)*
24. *Lockout / Tagout: Energy Release (selected Maintenance employees)*
25. *Respiratory Safety (selected Maintenance / Custodial / Transportation employees)*
26. *Safe Use of Food Service Equipment (all Food Service employees)*
27. *Science Lab Safety (all secondary science teachers)*
28. *Scissors Lift Safety (selected Maintenance and Custodial employees)*
29. *Student Mental Health (all teachers and administrators)*
30. *Utility Cart Safety (all secondary Security Assistants and Custodial employees)*
31. *Handling of Used Fluorescent Light Bulbs (select Maintenance and Custodial employees)*

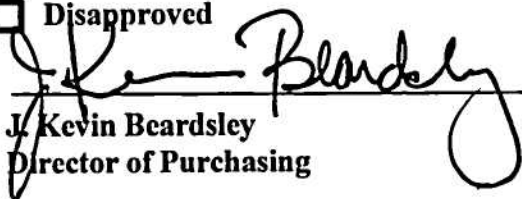
Employee training modules required for NEW employees hired during the school year (in addition to the above):

32. *Bullying: Recognition & Response*
33. *Cybersecurity Overview*
34. *Fire Extinguisher Safety*
35. *Hazard Communication – GHS Update*
36. *Password Security Basics*
37. *Sexual Harassment (Staff to Staff)*

To the best of our knowledge, no other vendor can provide these all-inclusive training topics. Safe Schools Learning Management System provides great customer service and a convenient resource for VBCPS.

Approved

Disapproved


J. Kevin Beardsley
Director of Purchasing

6/25/19
Date