STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT
CONTRACT NUMBER: MA357    Page 1 of 7

February 09, 2014

Revision number: Purchasing Agent: Spencer Hall
Phone #: (801) 538-3307
Email: spencerh@utah.gov

Item: ON-LINE COMPUTER APPLICATION TRAINING

Vendor: 69096F Career Step, LLC
4692 North 300 West, Ste 150
Provo, UT 84604

Internet Homepage:

General Contact: Ryan Ewer
Telephone: (801)489-9393
Email: ryan.ewer@careerstep.com

Usage Report Contact: Same

Reporting Type: Item-Line

Brand/trade name: Career Step

Price: See attached Pricing
Terms: Net 30
Effective dates: 12/10/2012 through 12/09/2017
Potential renewal options remaining: None
Days required for delivery: N/A
Price guarantee period: 12 Months
Freight: N/A
Minimum order: N/A
Min shipment without charges: N/A

Other conditions:

This is a new contract. Assigned to new agent.

Solicitation #: JP13001

The administrative fee for this contract is 0.00% and is already included in the contract price.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in Finet. Agencies will return to the vendor any invoice which reflects incorrect pricing.

This is a multiple award contract. Users must review all contracts in the relevant category for optimal pricing, service, and class availability: (MA605, MA1453, MA360, MA358, & MA357). Document the award selection.
Attachment B
Career Step- Scope of Work and Course List

B. PRODUCT DESCRIPTION
4.2.1 Online Education for Desktop Applications User Training

Career Step Microsoft Excel 2007 or 2010 Training

The Career Step Microsoft Excel training includes:

- Beginning and advanced Microsoft Excel 2007 or 2010 courses
- Complete online access to over 20 hours of expert-created curriculum
- Live student support via phone, email, and chat
- Preparation for the MOS Master credential
- Quick-reference card
- 2-volume set of textbooks

Beginning Microsoft Excel 2007 or 2010
This course will provide instruction on editing and formatting worksheets, creating and working with charts, managing workbooks, working with page layout and printing, and using functions and formulas.

Advanced Microsoft Excel 2007 or 2010
This course will provide instruction on working with tables, PivotTables, and objects; analyzing and organizing data; and using common functions.

The Beginning and Advanced Microsoft Excel courses outlined above will provide the State of Utah with online training for:

- Excel 2007 or 2010: Level 1-Worksheets, Formulas, and Formatting
- Excel 2007 or 2010: Level 2- Advanced Functions, Charts, and PivotTables
- Excel 2007 or 2010: Level 3- Macros, Auditing, and What-If Analysis
- Excel 2007 or 2010: Transition from Excel 2003

Career Step Microsoft Access 2007 or 2010 Training

The Career Step Microsoft Access training includes: Beginning and advanced Microsoft Access courses

- Complete online access to over 46 hours of expert-created curriculum
- Live student support via phone, email, and chat
- Preparation for the MOS Master credential Quick-reference card
- 2-volume set of textbooks

Beginning Microsoft Access 2007 or 2010
In this course instruction will be provided on creating and working with databases; finding, filtering, and formatting data; and working with tables and fields.

Advanced Microsoft Access 2007 or 2010
This course will provide instruction on working with queries, forms, reports, and macros.
February 09, 2014

The Beginning and Advanced Microsoft Access courses outlined above will provide the State of Utah with online training for:

Access 2007 or 2010: Level 1 - Creating Databases
Access 2007 or 2010: Level 2 - Queries, Forms, and Reports

Career Step Microsoft PowerPoint 2007 or 2010 Training

The Career Step Microsoft PowerPoint training includes:

- Beginning and advanced Microsoft PowerPoint courses
- Complete online access to over 16 hours of expert-created curriculum
- Live student support via phone, email, and chat
- Preparation for the MOS Master credential
- Quick-reference card
- 2-volume set of textbooks

Beginning Microsoft PowerPoint 2007 or 2010
This course will provide instruction on inserting, editing, and formatting text; formatting and viewing a presentation; and finalizing and delivering a presentation.

Advanced Microsoft PowerPoint 2007 or 2010
This course will provide instruction on working with objects, tables, charts, and SmartArt; collaboration; and working with effects and multimedia.

The Beginning and Advanced Microsoft PowerPoint courses outlined above will provide the State of Utah with online training for:

PowerPoint 2007 or 2010: Level 1 - Creating Presentations
PowerPoint 2007 or 2010: Level 2 - Working with Graphics and Animation

Career Step Microsoft Word 2007 or 2010 Training

The Career Step Microsoft Word training includes:

- Beginning and advanced Microsoft Word 2007 or 2010 courses
- Complete online access to over 20 hours of expert-created curriculum
- Live student support via phone, email, and chat
- Preparation for the MOS Master credential
- Quick-reference card
- 2-volume set of textbooks

Beginning Microsoft Word 2007 or 2010
In this course instruction will be provided on working with and editing text; formatting; and working with themes, styles, and tables.

Advanced Microsoft Word 2007 or 2010
In this course instruction will be provided on working with shapes, pictures, WordArt, SmartArt, and charts; using document collaboration tools; working with mail merge, long documents, and references; collaborating with other programs; and working with templates, forms, and webpages.

The Beginning and Advanced Microsoft Word courses outlined above will provide the State of Utah with online training for:

Word 2007 or 2010: Level 1 - Editing and Formatting Documents
Word 2007 or 2010: Level 2 - Styles, Templates, and Mail Merges
Word 2007 or 2010: Level 3 - Creating and Managing Long Documents
Word 2007 or 2010: Transition from Word 2003

**Career Step Microsoft Outlook 2007 or 2010 Training**

The Career Step Microsoft Outlook training includes: Beginning and advanced Microsoft Access courses

Complete online access to over 16 hours of expert-created curriculum
Live student support via phone, email, and chat
Preparation for the MOS credential
Quick-reference card
2-volume set of textbooks

**Beginning Microsoft Outlook 2007 or 2010**

In this course instruction will be provided on composing, sending and receiving email, working with contacts and tasks, and using the calendar.

**Advanced Microsoft Outlook 2007 or 2010**

This course will provide instruction on using the journal and notes, organizing and finding information, collaborating with other users and managing Outlook data.

The Beginning and Advanced Microsoft Outlook courses outlined above will provide the State of Utah with online training for:

- Outlook 2007 or 2010: Level II - Composing and Managing Emails
- Outlook 2007 or 2010: Level 2 - Organizing and Managing Outlook Data

**4.2.5 Online Education for Developer Training**

**Career Step A+ Certification Training (Computer Technician)**

The Career Step A+ Certification training includes:

- Complete online access to expert-created curriculum
- 2-volume text companion series of textbooks
- 2 quick-reference guides for A+ exam study
- Computer repair toolkit
- Power supply tester and USB drive
- Unlimited student and technical support
- 2 certification exam vouchers upon course completion

The Computer Technician training program is specifically designed to prepare students for CompTIA A+ certification. The first half of the Computer Technician certification program focuses on the Essentials exam, and the midterm is designed as a mock exam that mirrors the A+ Essentials exam. The second half of the program and the final exam prepare students for the A+ Practical Application exam.

Topics specifically covered in the training include: installing hardware and software systems, maintaining and repairing equipment, troubleshooting computer issues, managing operating systems, configuring computer networks, selling up computer security measures and handling operational procedures.
With this specific preparation, students can be confident that they are gaining the knowledge and skills needed to earn a CompTIA A+ certification immediately upon graduation. Two CompTIA A+ certification exam vouchers are also provided upon graduation.

**Career Step Training Programs in Development to be Completed Early in 2013**

**Career Step Network+ Certification Training (Network Technician)**

The Career Step Network Technician training includes:

- The Open Systems Interconnect (OSI) Model
- Network features and functions
- TCP/IP protocol suite
- Networking equipment: hubs, switches, routers
- Network installation, configuration, and troubleshooting
- Basic network security concepts

The Network Technician training program helps students gain the theoretical and practical knowledge needed to successfully pass the CompTIA Network+ exam. This training is designed for IT professionals who want to gain a deeper understanding of computer networks in preparation for the CompTIA Network+ exam. It is recommended that students first obtain their CompTIA A+ credential before starting this training.

**Career Step Security+ Certification Training (IT Security Specialist)**

The Career Step IT Security Specialist training includes:

- IT security basics
- Host and application security
- Access control and identity management
- Network security concepts, techniques, and technologies
- Network security appliances
- Security policies and awareness
- Risk management and incident response
- Disaster recovery and business continuity
- Cryptography

The IT Security Specialist training program helps students gain the theoretical and practical knowledge needed to successfully pass the CompTIA Security+ exam. This training is designed for IT professionals who want to gain a deeper understanding of computer and network security in preparation for the CompTIA Security+ exam. It is recommended that students first obtain their CompTIA A+ and Network+ credentials before starting this training.

**Career Step Linux+ Certification Training (Linux System Administrator)**

The Career Step Linux System Administrator training includes:

- Installing and configuring Linux
- System maintenance and operations
- Linux applications and services
- Linux networking
- Linux security

The Linux System Administrator training program helps students gain the theoretical and practical knowledge needed to successfully pass the CompTIA Linux+ and Linux Professional Institute LPIC-1 Exams. This training is designed for IT professionals who want to gain Linux system administration knowledge and skills in preparation for the CompTIA Linux+ exam. It is recommended that students first obtain their CompTIA A+ and Network+ credentials before starting this training.

**Career Step Project+ Certification Training (IT Project Manager)**

The Career Step IT Project Manager training includes:

- Project management foundations
- Project management planning
- Project scope
• Project scheduling
• Budget and human resource planning
• Communication and risk management
• Project execution
• Project change and constraints
• Managing procurements
• Project closure
The IT Project Manager training program helps students gain the theoretical and practical knowledge needed to successfully pass the CompTIA Project+ exam. This training is designed for project managers, business analysts, or IT professionals who want to gain a deeper understanding of project management in preparation for the CompTIA Project+ certification.

**Career Step Custom Content Training Options**

With over 20 years of experience in career education, Career Step has the expertise to develop curriculum that meets the specific needs of our clients and partners. In the event that none of the outlined programs meet the needs of the State of Utah, Career Step has the capability to create custom courses specifically designed to meet the needs of the state and its employees.

C. **CAREER STEP CONTACT INFORMATION:**

Contract and Pricing Information:

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VP of Corporate Partnerships  
4692 N. 300 W. Suite 100  
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Student Registration Contact:

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Operations Manager  
4692 N. 300 W. Suite 100  
Provo, UT 84604  
Phone: 801-769-8407  
Email: nicholas.pagnani@careerstep.com
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</tbody>
</table>

* Price does not include shipping cost
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FINET COMMODITY CODE(S):
90291- Training, Computer Based (software Supported)
91838- Education and Training Consulting
92416- Course Development Services, Instructional/training
92440- Instructor-led, Classroom Training (technical)

REVISION HISTORY: