

event shall the number of employees performing Contract services in any functional area fall below the staffing levels provided in VRE's approved Staffing Plan for that functional area.

- E. The Contractor is responsible for formulating and coordinating all training activities.
- F. The Contractor shall forward to VRE and post all training schedules prominently on the Service Property. The VRE Chief Executive Officer, or his designee, shall be offered the opportunity to address Contractor Personnel during the training. **The Contractor shall reserve ten percent (10%) of the places in any Contractor-sponsored training program for VRE employees.** VRE employees may attend the training at no charge. The cost of training such individuals shall be included within the Annual Fixed Price.

7.5.2 COSTS

The cost of implementing the Training Program Plan shall be included in the Management Services Fixed Price, Item #1 of the Schedule of Prices. VRE may request supplemental Contractor training as needed throughout the year and will negotiate costs associated with such training on an as needed basis.

7.5.3 FAILURE TO COMPLETE TRAINING

The Contractor shall be required to remove from VRE service any Contractor Personnel who fails to successfully complete training required in the approved Training Program Plan. The Contractor may reinstate the removed Contractor Personnel for VRE service once the employee successfully completes the required training.

7.5.4 REPORTS

The Contractor shall provide VRE with a Quarterly Training Report, which shall list and describe each training conducted during the quarter preceding. The Report shall include the courses completed, number of hours of training completed by each employee, by name, and the employee's test results. The Contractor shall maintain and make available for inspection by VRE upon request records pertaining to employee training including syllabi, records of qualifications, certifications and grades.

7.5.5 SUBCONTRACTOR TRAINING

The Contractor shall provide required training to all subcontractors working on the Service Property.

