

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency

Previous Contract/Project No.
8680-10/19-1

Re-Bid
 Other (Confirmation Purchase)

LIVING WAGE APPLIES: YES NO

Requisition/Project No: RQET1400013 TERM OF CONTRACT: One Time Purchase, 30 days, 0 OTRs.

Requisition/Project Title: Confirmation (Unauthorized) Purchase for IT Security Awareness Training

Description:

The Miami-Dade County Information Technology Department (ITD) is requesting approval of a confirmation purchase in the amount of \$94,295. ITD needs to pay two invoices to Inspired eLearning Inc. for IT Security Awareness Training software maintenance support services for the period of April 30, 2013 through April 29, 2015. IT Security Awareness Training was originally awarded to Inspired eLearning in 2010 under Pre-Qualification Pool 8680-10/19-1 for a period of three (3) years as the result of the Request for Quotation process, and the vendor neglected to bill the County for subsequent proprietary software maintenance and support fees. For operational continuity and ongoing training content continuity, it is in the best interest of the County to pay the outstanding invoices for the retroactive maintenance due. ITD has requested a legacy contract with Inspired eLearning for future services under Requisition No. RQ1400008.

User Department(s): Miami-Dade County Information Technology Department (ITD)

Issuing Department: ISD Contact Person: Kimberly Craig Phone: 305-375-1443

Estimated Cost: \$94,295 Funding Source: Internal Service Funds REVENUE GENERATING: No

ANALYSIS

Commodity/Service No: <u>205-54</u>		SIC: <u> </u>	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <u> </u> if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	<u>Inspired eLearning Inc.</u>		
Small Business Enterprise:	<u>No</u>		
Contract Value:	<u>\$99,661 (please see Comments)</u>		
Comments: <u>Initial services for this project were provided by Inspired eLearning as a result of a competitive RFQ resulting from 8680-10/19-1, Professional Training Pre-Qualification Pool. Award was for \$99,661.</u>			
Continued on another page (s): <u> </u> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		

Basis of Recommendation:
No measures – Bid Waiver Confirmation Purchase

RECEIVED
 DEPT. BUSINESS DEV.
 2014 AUG -6 PM 11:00

Signed: Kimberly Craig

Date to SBD: 8/6/2014

Date Returned to ISD-PM:



Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Service Department's procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Information Technology Department		
Contact Person:	Lars Schmekel	Phone Number:	305-596-8779
Requisition No.:	RQET1400013	Estimated Value:	\$94,294.40
Proposed Vendor:	Inspired e-learning		
Previous Contract Number:	8680-10/19-3 (Pool)	Previous Contract Value:	

Purpose of the Purchase

This is a confirmation purchase order request to pay Inspired eLearning for the proprietary software maintenance and support fees for the period of April 2013 through April 2015, as detailed in the attached invoices.

In 2010, ITD purchased the online Security Awareness training. The software and customized content was purchased for countywide deployment with maintenance and support included for three years, through April 2013. In 2012 we purchased 1,000 licenses for a different, customized HIPPA training offered by the same vendor which uses the same software but with customized training content.

Because it is not very common for the vendor to include three years of maintenance with the original transaction, the vendor neglected to bill us for the maintenance when the three years of prepaid maintenance expired in 2013. When discussing the need to purchase additional customized training content, the vendor realized they had not billed us for maintenance and support of the base software.

For operational continuity and ongoing training content continuity, it is in the best interest of the County to pay for the outstanding Invoices for the retroactive maintenance due.

Best Interest of the County / Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

Miami-Dade County has been effectively using the Security Awareness eLearning Solution from inspired eLearning company for past three years. It is in Miami-Dade County's best interest to continue to use this solution as significant time and effort has already been invested on the following:

- The customization work needed to do Miami-Dade branding, inclusion of Miami-Dade policy links and acceptance forms
- Customization of course work and course tests to remove/add/edit the content to meet Miami-Dade County best practices
- Integration with employee portal to allow employees to access training without having to remember another set of username/password
- Integration work done with MDC's Reporting infrastructure to provide role based access to needed information
- Integration and access to existing LMS hosted solution provider has already been established and would need to be re-established and tested both for site to site and desktop configurations as well.
- Continuity with training program and content; many employees are in the middle of training program already. Those in mid-course will have to start the course from beginning in another system. This also eliminates the need for employees to become familiar with another training platform and differing course content.
- Some training modules, specifically HIPPA, were procured after the initial training contract was executed. These online classes would need to remain with inspired elearning, requiring ongoing hosting fees until the HIPPA modules licenses expire and would then need to be repurchased on the new learning system (assuming HIPPA training is available through the selected vendor)

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

Although many vendors are included in the pre-qualified pool contract 8680-10, few if any offer the basic security training in combination with the PCI, HIPPA and Red Flags requirements. Many of the online training vendors offer vendor specific product security technical training or offer customized classes which do not apply to general information security best practices training.

Proposed Actions



**INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES**

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

ITD is currently working in conjunction with ISD on the justification and required documentation for a long term legacy contract for these services.

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke, positioned above a horizontal line.

Department Director's Approval

7/31/2014

Date Approved



INVOICE

613 NW Loop 410 Suite 530, San Antonio, Texas, 78216
 Phone: (210) 579-0224 Fax: (866) 351-0013
<http://www.inspiredelearning.com>

Billing Address

Miami Dade
 5680 S.W. 87 Ave
 Miami, Florida 33173
 United States

Invoice Number	SIN003027
Invoice Date	07/11/2014

Customer Reference	REQ #	Invoice Currency	Due Date	Payment Terms
	Email from Miami Dade County	USD	8/10/2014	Net 30

	Product Name	Units	Unit Price	Net Value
1	Security Awareness Basic Library - 3 Year <i>Product Code: SABasic3Year</i>	1	\$20,650.00	\$20,650.00
2	Security Awareness Extended Library - 3 Year <i>Product Code: SAExtended3Year</i>	1	\$8,850.00	\$8,850.00
Net Total				\$29,500.00
Tax Total				\$0.00
Invoice Total				\$29,500.00

Invoice Notes	License Start Date	License End Date
Invoice is for renewal from 4-30-13 to 4-30-14 and an extension for the contract dated April 1, 2010.	Apr 30 2013	Apr 29 2014

For billing questions, please contact:
accounts payable@inspiredelearning.com



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613 NW Loop 410 Suite 530, San Antonio, Texas, 78216
 Phone: (210) 579-0224 Fax: (866) 351-0013
 http://www.inspiredelearning.com

Billing Address

Miami Dade
 5680 S.W. 87 Ave
 Miami, Florida 33173
 United States

Invoice Number	SIN003039
Invoice Date	07/18/2014

Customer Reference	REQ #	Invoice Currency	Due Date	Payment Terms
Email from K.Craig	16844E	USD	8/17/2014	Net 30

	Product Name	Units	Unit Price	Net Value
1	Security Awareness Basic Library - 1 Year <i>Product Code: SABasic1Year</i>	1	\$39,996.00	\$39,996.00
2	Security Awareness Extended Library 1 Year <i>Product Code: SAExtended1Year</i>	1	\$8,798.40	\$8,798.40
3	iLMS Dedicated Basic- Server 1 Year License <i>Product Code: iLMS Dedicated</i>	1	\$16,000.00	\$16,000.00
4	HIPAA Business Assoc Privacy and Security 1 Year. <i>Product Code: HHBA1</i>	1000	\$0.00	\$0.00
5	Course Customization Package <i>Product Code: CustomPkg</i>	1	\$0.00	\$0.00
Net Total				\$64,794.40
Tax Total				\$0.00
Invoice Total				\$64,794.40

Invoice Notes	License Start Date	License End Date
Invoice represents 20% Government Discount. Miami Dade County can exercise a bridge clause to convert the pricing to the 3 year option offered on Quote 16844E for 90 days.	Apr 30 2014	Apr 29 2015

For billing questions, please contact:
 accountspayable@inspiredelearning.com