

CLERK OF THE BOARD

2013 OCT 21 AM 9:18

# Memorandum



**Date:** October 17, 2013

**To:** Lester Sola, Director  
Internal Services Department

**From:** Miriam Singer, CPPO, Assistant Director  
Internal Services Department

**Subject:** Recommendation to Establish a Pre-qualification Pool: Microsoft Desktop Application Training

Approval of this contract award, which is within your delegated signature authority, is requested. The awarded vendors, contract amount and term are set forth below. The purpose of the solicitation is to pre-qualify vendors for future pricing competition for purchase of Microsoft Desktop Application Training Services for the Miami-Dade Human Resources Department (HR). Following an open competitive Invitation to Bid process, there are two groups recommended for award – Group A: On-Site Training, and Group B: Off-Site Training/Distance Learning. On-Site training shall be conducted at a county owned or rented facility. Training provided outside a county owned or rented facility is considered off-site training. Distance learning is defined as training conducted electronically in a variety of media formats (e.g., internet and videotape). Additional vendors may be added to the pool during the contract term.

**Contract Number:** 8858-0/21  
**Contract Title:** Microsoft Desktop Application Training Pre-Qualification Pool  
**Contract Amount, Term and Cumulative Value:** \$400,000 for seven years  
**Prior Contract, Amount and Term:** 8858-0/13; \$750,000 for five years; the difference in allocation under the replacement ITB is attributable to historical usage.  
**UAP Applies:** Yes  
**Local Preference Applies:** Yes  
**Measures:** Set-aside for work order competitions up to \$100,000 where there are three or more SBE certified firms. SBE Preference of 10% applies for all other work order competitions.

**User Department / Allocation / Funding Source:**

Department	Allocation	Funding Source
Human Resources	\$ 400,000	General Fund
<b>Total</b>	<b>\$ 400,000</b>	

**Vendors Recommended for Inclusion in the Pool:**

Recommended Vendor	Address
Academic Technologies, Inc.	6765 SW 62 Terrace Miami, FL
GEB Computer Training, LTD. d/b/a New Horizons Computer Learning Center of South Florida	7757 West Flagler Street, Suite 200 Miami, FL

**Vendors Not  
Recommended for  
Inclusion in the Pool:**      N/A

**Procurement Officer:**      Kimberly Craig

  
\_\_\_\_\_  
Lester Sola on behalf of Mayor Carlos A. Gimenez  
Approved

10/18/13  
Date