

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract **Re-Bid** Sole Source Bid Waiver Emergency OTR Other

Previous Contract/Project No.: **8858-0/21**

Living Wage Applies: **NO**

Requisition No./Project No.: **RTQ-01609**

Term of Contract: **5 Years**

Requisition /Project Title: Microsoft Desktop Application Training

Description: The purpose of this solicitation and resulting Request to Quote (RTQ) is to establish a Pool of Pre-qualified Vendors for future pricing competition to provide Microsoft Desktop Application Training for Miami-Dade Human Resources Department.

Issuing Department: Internal Services

<u>User Department</u>	<u>Five Year</u>	<u>Funding Source</u>	<u>Department Code</u>
Human Resources	\$250,000.00	General Funds	

Contact Person: Maria Nixon Phone: 305-375-3689 Estimate Cost: \$250,000.00

ANALYSIS

<u>Commodity Codes:</u>			
[918-38] Education and Training Consulting			
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING L8397-1/19-1</u>	<u>PREVIOUS 8858-0/13</u>	
<u>Contractor:</u>	Academic Technologies Inc GEB Computer Training Ltd (New Horizon Computer Lab) Spears Holdings Inc. (Inactive) Sullivan & Cogliano Training Center Inc (Inactive)	Academy of South Florida Inc GEB Computer Training Ltd Florida International University Spears Holdings Inc Storsoft Technology Ltd Co Storsoft Technology Corp	
<u>Small Business Enterprise:</u>			
<u>Contract Value:</u>	\$400,000.00	\$750,000.00	
<u>Comments:</u>			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
<u>Basis of recommendation:</u>				
[Redacted]				
Signed: <i>Maria Nixon</i>			Revised Date sent to DBD: July 23, 2020	
			Date returned to DPM: [Redacted]	

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Request to Qualify (RTQ) is to establish a Pool of Prequalified Vendors (Pool) with applicable expertise to conduct Microsoft Desktop Application Training for Miami-Dade Human Resources Department. Entry into the Pool is **NOT** a contract between Miami-Dade County (County) and any member of the Pool, but rather is an acknowledgement that the Pool member satisfies the pre-qualification criteria set forth below for membership in the Pool. The pre-qualified members will be invited to participate in future spot market competitions, on an as-needed basis. The Pool shall remain open for the term of the RTQ, to allow additional members to prequalify at any time after the initial RTQ opening date.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services, and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the County's Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the sixtieth (60th) month.

2.4 PREQUALIFICATION REQUIREMENTS

Pre-qualified Vendors will be invited on an as-needed basis to participate in future ITQs or WOPRs to provide services requested for Microsoft Desktop Training. The services will include three (3) groups: A) On-Site Training (Face-to-Face), B) Off-Site Training, and C) Distance Learning.

Vendors shall submit the following information with their submittal form:

2.4.1 All Groups:

1. Provide the contact information of a designated representative ("*Primary*" – required, and "*Secondary*" – optional) who will be responsible for providing responses to service requests from the County. Vendors shall provide the business name, address, representative's name, title, phone number, fax number, email address and website address. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time)

2. Provide a minimum of three (3) client references for each group selected, within the past two (2) years, for the provision of Microsoft Desktop Application Training similar in scope to the services outlines in Section 3 of this RTQ. Each reference must include the customer's name, and the name, title, address, email address, and telephone number of a contact person who can verify that the Vendor has successfully provided the services specified under this solicitation.
3. Provide documentation to demonstrate membership in the Microsoft Partner Network (MPN) with a minimum of one (1) silver or higher competency.

Note: The County shall be able to ascertain from these references, to its satisfaction, that the Vendor has sufficient experience and expertise providing the listed items and services.

Vendors shall submit all qualifying documents listed above with their Submittal for each group it wishes to be considered for pre-qualification per the requirements of this RTQ. However, the County may, at its sole discretion and in its best interests, allow Vendors to supplement submitted documents in order to satisfy the pre-qualification criteria. It shall be the sole prerogative of the County to determine the number of pre-qualified Vendors who will be included in the Pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified Vendors from the Pool.

2.5 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements may be detailed in the subsequent ITQ or WOPR to be provided at the time of award.

2.6 SPOT MARKET COMPETITIONS

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The award to one Vendor for an individual acquisition or for a specific period does not preclude the remaining pre-qualified Vendors from participating in impending spot market competitions. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprise (SBE) Measures
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

SECTION 3
SCOPE OF WORK

3.1 SCOPE OF SERVICES

Pre-Qualified Vendors will be invited on an as-needed basis to participate in spot market competition to provide services requested for Microsoft Application Desktop Training. Microsoft Desktop Application Training may include but is not limited to Word, Excel, Outlook, PowerPoint, Access, Visio, Project, Windows and Publisher. The services will include three (3) groups: A) On-Site Training, B) Off-Site Training, and C) Distance Learning.

3.2 SERVICES TO BE PROVIDED

1. Group A: On-Site Training
Training to be conducted at a facility owned or rented by Miami-Dade County.
2. Group B: Off-Site Training
Any training service provided that is not located at a County facility
3. Group C: Distance Learning
Training that is provided online in a group setting or at individual workstation.

TRAINING SERVICE REQUIREMENTS

3.3.1 Group A: On-Site Training

1. **On-Site Training** – Awarded Vendor(s) shall be responsible for providing the following:
 - Professional training materials for a minimum of six (6) and a maximum of twenty-four (24) students per training session.
 - Reschedule and cancellation of classes with ten (10) days advance notice.
 - Student evaluations conducted and provided to Miami-Dade Human Resources Department.

Miami-Dade County will provide the following to the Awarded Vendor(s) upon issuance of a Notice to Proceed.

- Standard computer workstations
- Clean, well lit, spacious facility
- Onsite technical assistance

3.3.2 Group B: Off-Site Training

1. **Off-Site Training** – Awarded Bidder(s) shall be responsible for providing the following:
 - Professional training materials
 - Onsite technical service and support staff
 - Clean, well lit, spacious, ADA compliant facilities
 - Flexible seating arrangements to accommodate up to sixteen (16) students.
 - Ergonomic workstations and chairs with fully functional monitors, computers and mice.
 - Reschedule and cancellation of classes with ten (10) days advance notice.
 - Employees who have taken a class shall be allowed to retake the same class within one year from the initial training date at no additional charge.
 - Student evaluations conducted and provided to Miami-Dade County Human Resources.

3.3.3 Group C: Distance Learning

1. **Distance Learning** – Awarded Bidder(s) shall be responsible for providing the following:
 - Basic services provided at no charge, including but not limited to the following: installation/set-up, and demos/trials.
 - Guarantee that the content availability “up time” to is not less than 99.0%. Awarded Bidder(s) are to notify the County within 24 hours of any interruption of service.
 - Access to courses 24 hours a day, 7 days a week.
 - County employees able to access courses at any time during the training period.
 - Site management and reporting tools, inclusive of the tracking of the successful completion of each course, if applicable.
 - 24 x 7 Help Desk/Technical Assistance and Customer/Product Support provided at no charge (includes local or toll-free telephone number and dedicated e-mail address).
 - Student evaluations conducted and provided to Miami-Dade County Human Resources

Miami-Dade County will provide the following to the Awarded Bidder(s) upon issuance of a Notice to Proceed.

- Student Names
- Standard computer workstations
- Clean, well lit, spacious facility
- Onsite technical assistance

3.3 TRAINING MATERIALS

The Awarded Bidder(s) shall guarantee that County employees who engage in training services under a resultant award will be granted unlimited rights to reproduce for their own use, training materials provided as part of the trainings conducted. Each participant will receive a training/workshop manual or access to such material online as part of their class participation.