

ACTION ITEM

Board of Governors Meeting, June 19, 2019

CONTRACT ID:	Learning Management System – Continuation of Current Services Contract Number: GSA GS-35F-0119Y VENDOR: CARAHSOFT TECHNOLOGY CORP., AS AN AUTHORIZED RESELLER FOR SAP / SUCCESSFACTORS CLOUD SERVICES
BUDGETED ITEM	Funds for 2019 have been included in the 2019 Annual Operating Budget. Funds for 2020 will be included in the 2020 Annual Operating Budget.
CONTRACT AMOUNT	\$200,000.00 (consisting of (i) approximately \$141,000 to continue services from September 24, 2019 through September 23, 2020, and (ii) approximately \$59,000 in contingency funds for professional services to the extent needed in the transition to a new system).
PURPOSE / SCOPE	<p>This Action Item requests authorization to enter into a one-year new contract with Carahsoft Technology Corp. (“Carahsoft”) for SAP/SuccessFactors Learning Management System Cloud Services (“SuccessFactors LMS”) and related professional support services to support a transition to a new system.</p> <p>The current agreement for SuccessFactors LMS will expire on September 23, 2019. A new contract is needed to maintain the current system functionality until Citizens can procure and implement a new Learning Management product. Currently, three (3) new products are being reviewed, including a newer version of the SuccessFactors LMS product. It is anticipated that a recommendation for a new Learning Management product will be presented as an Action Item in the September 2019 Board of Governors Meeting.</p> <p>The continuation of the SuccessFactors LMS is vital to Citizens, customers, and stakeholders and will ensure that Citizens can support critical training delivery needs, particularly through the upcoming CAT season.</p>
CONTRACT TERM(S)	Twelve (12) months (September 24, 2019 through September 23, 2020).
PROCUREMENT METHOD	<p>Citizens Purchasing Policy No. 501 authorizes the use of any Alternate Contract Source approved for use by the Florida Department of Management Services (DMS).</p> <p>On January 10, 2017, DMS approved the use of federal GSA Schedule 70 Cooperative Purchasing Program as an Alternate Contract Source for information technology hardware, software and services. This action by DMS was authorized by subsection 287.042(16), Florida Statutes.</p> <p>Carahsoft is an approved GSA Schedule 70 vendor for SuccessFactor LMS.</p>
RECOMMENDATION	<p>Staff recommends the Citizens Board of Governors:</p> <p>a) Approve a one-year contract with Carahsoft Technology Corp. for the purchase of (i) approximately \$141,000 SuccessFactors LMS services, and (ii) approximately \$59,000 for professional support services related to the transition to a new learning management system, for a total contract amount not to exceed \$200,000, as set forth in this Action item; and</p>

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	b) Authorize staff to take appropriate or necessary actions consistent with the Action Item.
CONTACTS	Violet Bloom, Chief Human Resources Officer Hank McNeely, Director, HR Information Management