

Executive Summary

Board of Governors Meeting, March 3, 2021

Employee Online Learning and Training Platform - Continuation of Current Services

Topic

This Action Item requests approval to enter a three-year contract with Carahsoft Technology Corp. for LinkedIn Learning services. These services provide high-quality professional development learning content with unlimited access from any device. The proposed contract includes access for all Citizens employees and leaders.

History

This Action Item requests approval to contract for LinkedIn Learning Services for a three-year term. LinkedIn Learning is a virtual learning platform that provides on-demand virtual professional development resources for business, creative, and technology skills helping employees and leaders achieve their professional development goals. This virtual library offers over 16,000 expert-led, online courses and video tutorials that cover a wide-range of topics including business analysis, customer service, finance and accounting, human resources, leadership, and many more. It also offers dozens of learning paths or series of courses in which industry experts teach valuable career knowledge and skills.

Citizens began contracting for LinkedIn Learning in 2019 in order to enhance and supplement the learning opportunities for our employees and leaders across the organization. The services were purchased again for 2020 after successful implementation and adoption by employees.

The current agreement for these services will expire on June 30, 2021. A new contract is needed to maintain the current level of professional development services for our employees. Not using this service platform will result in fewer development opportunities for Citizens employees and would require Citizens to develop a significant amount of online training to meet the needs of its employees. Currently, Citizens does not have the resources or capacity to develop the number of online training that would be required.

The proposed three-year contract includes a sizeable discount based on the multi-year contract length. In addition, this purchase excludes certain elements of the services deemed unnecessary for Citizens users, which reduced the overall price even further.

Recommendation

Citizens' Staff proposes and recommends the Board of Governors to:

- a) Approve a three-year (3) contract with Carahsoft Technology Corp. for LinkedIn Learning Services, for an amount not to exceed \$140,425.20, as set forth in this Action Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.

ACTION ITEM **New Contract** **Contract Amendment** **Other** _____ **CONSENT ITEM** **Contract Amendment** **Existing Contract Extension** **Existing Contract Additional Spend** **Previous Board Approval** _____ **Other** _____

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day to day operational item and/or unanimously passed through committee it may be moved forward to the board on the Consent Index.

- Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee and qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Employee Online Learning and Training Platform – Continuation of Current Services
Purpose/Scope	<p>This Action Item requests authorization to enter a three-year contract with Carahsoft Technology Corp. for LinkedIn Learning Services. These services provide a virtual learning platform with on-demand virtual professional development resources for business, creative, and technology skills. It provides access to high-quality professional development learning content with unlimited access from any device. The proposed contract includes access for all Citizens employees and leaders.</p> <p>Citizens' current agreement for these services will expire on June 30, 2021. A new contract is needed to maintain the current level of professional development services for our employees. Not using this service platform will result in fewer development opportunities for Citizens employees and would require Citizens to develop a significant amount of online training to meet the needs of its employees. Currently, Citizens does not have the resources or capacity to develop the number of online training that would be required.</p>
Contract ID	<p>Employee Online Learning and Training Platform – Continuation of Current Services</p> <p>43230000-NASPO-16-ACS</p> <p>Vendor: Carahsoft Technology Corp., as an authorized reseller for LinkedIn Learning Services.</p>

Budgeted Item	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Funds for 2021 have been included in the 2021 Annual Operating Budget. Funds for 2022 and 2023 will be included in their respective 2022/2023 Annual Operating Budgets.
Procurement Method	This contract will be procured using Florida Alternative Contract Source No. 43230000-NASPO-16-ACS, which meets the requirements of Citizens' Purchasing Policy. Citizens Purchasing Policy No. 501 authorizes the use of any Alternate Contract Source approved for use by the Florida Department of Management Services (DMS).
Contract Amount	\$140,425.20 (\$46,808.40 per year).
Contract Terms	Three year term effective July 1, 2021 through June 30, 2024.
Board Recommendation	Citizens' Staff proposes that the Board of Governors: <ul style="list-style-type: none"> a) Approve a three-year (3) contract with Carahsoft Technology Corp. for LinkedIn Learning Services, for an amount not to exceed \$140,425.20, as set forth in this Action Item; and a) Authorize staff to take any appropriate or necessary action consistent with this Action Item.
CONTACTS	Violet Bloom, Chief Human Resources Officer Palicia Francis, Director, Learning and Development