



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
The Department of Social Services (DSS) requires a Learning Management System (LMS) that is able to streamline all staff trainings. This includes staff working with programs such as: CalFresh, Child Welfare Services, Employment Services, Adult Protective Services, In-Home Supportive Services, and General Relief. The platform should be user friendly so that the user is able to search for offerings and enroll in desired training. A renewed agreement with Cornerstone (formerly known as Saba) will allow staff to continue to complete trainings to be in compliance with State and Federal regulations.
 2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Saba Software, Inc
4120 Dublin Blvd, Suite 200
Dublin, CA 94568
Amanda Brovick, Account Manager
abrovick@csod.com
(310) 752-0201
 3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.
The term is a two year purchase from November 03, 2024 - November 02, 2026. The first year will have a fee of \$84,234.47 and second year will be \$89,288.54 for a total of \$173,523.01.
 4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.
State and Federal regulations mandate that there be a minimum amount of training hours that each worker must complete. DSS has utilized Cornerstone's web based LMS to schedule and deliver mandated training to staff since October 2014. The platform has allowed for staff to track, enroll, and complete countless hours of training. Cornerstone has proven to be a reliable and cost-effective LMS service provider to DSS. It is an invaluable tool in achieving and documenting departmental compliance with State and Federal training requirements. Cornerstone continues to meet the needs of the department. Transitioning to a new LMS would be costly and inefficient. Time and expense to transition to a new system would cause a hardship on the department as a whole.
 5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
 - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
 - When the contract is with a federal, state, or local governmental agency.
 - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$5,000 whichever is more.
 - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
 - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
 6. Explain why the unique qualities and/or capabilities described above are essential to your department.
Cornerstone LMS is a platform dedicated to providing learning capabilities, basic testing, assessment authoring with content management features. Cornerstone provides basic organizational charts within the Cornerstone Cloud. Although Cornerstone provides a variety of services, DSS mainly utilizes this platform to provide staff a central location to access and complete mandated and optional training. Cornerstone LMS has allowed both staff and management to track individual training and progress. Completed and upcoming trainings are available for staff to view. Cornerstone is also synced with employee's emails to notify them when they are enrolled in a training and when the training is complete. Being web based is essential as it allows immediate access to training courses so staff are not having to access other sites. Cornerstone has allowed staff to be efficient with their time and be compliant with State and Federal Regulations.
 7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.
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Cornerstone was selected as the department's LMS service provider following a competitive bidding process back in March 2014. Since then, Cornerstone staff has continually provided excellent service and has been a critical tool in providing the Department with training courses. Program staff are satisfied with Cornerstone but wanted to explore other options as well. They voiced that Anthology would be a potential candidate to replace Cornerstone. Analyst reached out to Anathology LMS and gave a week for a response, but received nothing. Analyst reviewed the website and Anthology, at a glance, provides a lot of the desired service requirements by the Department. However, without a contact from a sales represensative, Analyst was unable to inquire about the full service and term cost of Anthology. Although there are other LMS that may provide the same services, Cornerstone has remained user friendly and has been an essential platform in allowing the department to track, manage, and assign training to staff as well as allow staff to enroll and complete training. Cornerstone continues to meet the needs of DSS and be cost effective. DSS benefits in extending this subscription to retain this software and LMS as a training tool to meet State and Federal regulations.

chenlee 8/30/2024 11:28:47 AM

Requested By:

Staff Analyst

Title

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I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

martik 9/3/2024 8:31:45 AM

Department Head Signature

[\[✕ Sign\]](#) Double click!

rblackburn 9/9/2024 3:42:42 PM

Purchasing Manager Signature

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