



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 9/13/17

Department: Business Services Agenda Planning Date: 9/5/17 Time required: 10

Audio/Visual aids N/A

Contact: Colleen Coons-Chaffins Phone: (503) 373-4426

Department Head Signature: [Handwritten Signature]

TITLE Custom Instructional Design and Production Services

Issue, Description & Background In 2015, the Department completed an Informal Request for Proposal (IRFP) to obtain a vendor to outsource the creation of the county's e-learning. The contract was awarded to Idea Learning Group. In that time period Idea Learning Group has created approximately 30 e-learnings for Marion County. With the increased desire and cost effectiveness of e-learnings county-wide, interest has significantly increased to build specific e-learning modules for various departments. Idea Learning Group provides consistent, high quality products with exceptional customer service.

Financial Impacts: Departmental impacts have not been determined at this time.

Impacts to Department & External Agencies The Business Services Department recommends approval of a special procurement for the award of a contract with a value not to exceed \$500,000.00 with Idea Learning Group for services to include custom instructional design and production of e-learnings with a term through June 30, 2022.

Options for Consideration: 1. Approve Special Procurement for Idea Learning 2. Deny approval Special Procurement at this time

Recommendation: Approve Special Procurement for Idea Learning

List of attachments: 1. Findings for Justification 2. Board Order 3. ORPIN Notice and Supplier Activity Log

Presenter: Camber Schlag and Stacy Vrooman

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to: Tina Toney, Business Services

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the matter of granting a Special Procurement)
exemption for a contract for services to provide)
e-Learning instruction design and production)
pursuant to the Marion County Public Rules)

ORDER NO. _____

This matter came before the Marion County Board of Commissioners, acting as the Marion County Contract Review Board (Board), on at its regularly scheduled public meeting on Wednesday, September 13, 2017.

WHEREAS, the board finds that Marion County Business Services Department seeks an exemption from Marion County Public Contracting Rules, pursuant to Section 20-285, which provides for the use of alternative contracting methods as may be directed by the Board of Commissioners under ORS 279B.085; and

WHEREAS, Section 20-285 allows the Board to direct the use of alternative contracting methods as an exception to the prescribed public contracting practices in Oregon and its use must be justified in accordance with public contracting code and Marion County Public Contracting Rules; and

WHEREAS, Business Services completed an Informal Request for Proposal in 2015, awarding a contract to Idea Learning Group, LLC, to outsource the creation of the county's e-learning modules; and

WHEREAS, increased desire and cost effectiveness of e-learnings county-wide, interest has significantly increased to build specific e-learning modules for various departments; and

WHEREAS, as demonstrated in the Findings, attached as Exhibit A, contracting Idea Learning Group, LLC will allow successful continuation of e-Learning modules for the county, will not encourage favoritism, will not substantially diminish competition, and is reasonably expected to result in a cost/time savings for the County and promotes the public interest in a manner not practically realized by complying with the County's public procurement rules; and

IT IS HEREBY ORDERED that the Board adopts the findings attached hereto as Exhibit A and grants a Special Procurement exemption to allow the use of a contracts for services to provide custom instructional design and production services known as e-learnings beginning October 1, 2017 through June 30, 2022.

DATED this 13th day of September 2017.

MARION COUNTY BOARD OF COMMISSIONERS

Original: Business Services
cc: BOC
Finance Contracts

Chair

Commissioner

Commissioner

Attachments:
Exhibit A – Department Findings

**MARION COUNTY
FINDINGS FOR EXEMPTION
FROM CONTRACT REVIEW BOARD RULES
FOR CUSTOM INSTRUCTIONAL DESIGN AND PRODUCTION SERVICES**

Marion County Business Services Department (the Department) is requesting an exemption to allow the use of a special procurement to establish a long term county wide contract with Idea Learning Group to provide custom instructional design and production services known as e-learnings for Marion County.

Background

In 2015, the Department completed an Informal Request for Proposal (IRFP) to obtain a vendor to outsource the creation of the county's e-learning. The contract was awarded to Idea Learning Group. In that time period Idea Learning Group has created approximately 30 e-learnings for Marion County. With the increased desire and cost effectiveness of e-learnings county-wide, interest has significantly increased to build specific e-learning modules for various departments. Idea Learning Group provides consistent, high quality products with exceptional customer service. The original not to exceed amount of the contract was reached within two years of the execution date. The contract has been amended twice to add additional funding exceeding the 20% threshold to complete the projects assigned due to the demand. The needs of the county departments to outsource the creation of quality e-learning has prompted a request for a long term, high dollar, county-wide contract with Idea Learning Group.

The contract with Idea Learning Group will expire June 30, 2018 and there is a need to continue contracting with this contractor to maintain consistency of e-learning modules and allow county departments to begin or finish their ongoing e-learning projects.

Findings

Idea Learning Group creates custom instructional design and production e-learnings in a product (Articulate Presenter and Storyline) that allows minor changes to be made by the county departments versus having to go back to the contractor for small changes in the final product (links, names, form changes, etc). Upon completion, the county departments own the source materials and are housed on the county's Learning Management System for county-wide e-learning accessibility. These editing and ownership processes are often not allowed by the e-learning vender community, thus saving the County time and money.

The District Attorney's Office has an immediate need to spend grant money by the end of the 2017 calendar year on multiple e-learning training.

The Finance Department has updated the PCard policy and would like to use the e-learning modules to provide its three different levels of PCard training every two years to employees who use the PCard program.

The Health and the Business Services departments began creating e-learning modules and would like to create additional, as well as update existing modules.

Through the initial IRFP, Idea Learning Group provided the County with a discounted non-government rate with volume discount. 30-minute sessions will cost \$12,000 whereas other companies based out of Oregon charge anywhere from \$13,300 to \$51,000. Thus resulting in a substantial cost savings to the County.

Idea Learning Group is certified with the Oregon Certification Office for Economic and Business Equity encouraging the use of a small business in Oregon.

Recommendation

The Business Services Department recommends approval of a special procurement for the award of a contract with a value not to exceed \$500,000.00 with Idea Learning Group for services to include custom instructional design and production of e-learnings with a term through June 30, 2022. The term and value of the contract are based on anticipation of additional county departments needs to maintain consistency.

Notice
Information Posting
Marion County (ORCPP)
Custom Instructional Design and Production
Services
Only Manual Bids Allowed



OREGON

Attachments Exist
Organization Attachments Do Not Exist
Documents for Purchase Do Not Exist

Issued By
Marion County (ORCPP)
555 Court St. NE
Salem, OR 97301

Contact: Tina L. Toney
Phone: 1 (503) 373-4388
Fax:
Email: ttoney@co.marion.or.us

Issued For
Marion County (ORCPP)
555 Court St. NE
Salem, OR 97301

Notice #
C25102-BS-784-17

Publish Date & Time
08/31/2017 8:33 AM

Closing Date & Time
09/06/2017 5:00:00 PM

Time Zone
Pacific Time

All dates are mm/dd/yyyy

Company Name _____
Address _____
City _____ State _____ Zip Code _____
Contact Name _____
Phone _____ Fax _____
Email _____
FID (Federal Business Number) _____
Resident Bidder Yes No FID _____
(Do not enter SSN)

Offerer Comments

Notice Summary

Marion County Business Services Department (the Department) is requesting an exemption to allow the use of a special procurement to establish a long term county wide contract with Idea Learning Group to provide custom instructional design and production services known as e-learnings for Marion County.

Delivery Requirements

Payment Terms


Net 45

Payment Term Comments

FOB

(Not Applicable)

Delivery Comments

Close 


Supplier Activity Log

Print this page 

(Prod)

Document Number: C25102-BS-784-17

Control Number: 1937538

 The information presented displays all of the external supplier activity associated with the document.

[Open in Excel](#)

Suppliers that have been Notified

Supplier	Version	Created
No results were found		

Suppliers that have been Invited

Supplier	Version	Created
No results were found		

Suppliers that have expressed Interest

Supplier	Interested	Version	Created
1 4P Multimedia Software Ltd (Tam, Peter Pit Tat)	✓		09/02/2017 7:41 PM
2 Allied Fire & Security (Graham, Tammy)	✓		08/31/2017 10:34 AM
3 ARDENT TECHNOLOGIES, INC. (Appalaneni, Vas)	✓		09/01/2017 3:40 AM
4 BidPrime (Walker, Lawrence)	✓		09/01/2017 7:59 AM
5 Clark Kjos Architects (Combs, Scott D)	✓		09/05/2017 9:41 AM
6 custom websites to go (hall, julie f)	✓		08/31/2017 10:43 AM
7 Deloitte Consulting LLP (Smith, Sally)	✓		09/01/2017 8:17 AM
8 eRepublic, Inc. (Lamoreaux, Mary)	✓		09/05/2017 7:38 AM
9 Focus Care, Inc. (urs, mahesh)	✓		08/31/2017 10:23 AM
10 INPUT Inc. (Sajko, Jason)	✓		09/01/2017 1:29 AM
11 International Database Corp (Rivers, Nancy A)	✓		09/01/2017 7:53 AM
12 LearningMate Solution Inc (Dubey, Komal)	✓		08/31/2017 11:55 AM

13	Michael Mac Innovations, LLC (Gelatt, Victoria)	✓	09/01/2017 7:52 AM
14	Onvia (Management, Source)	✓	08/31/2017 11:00 AM
15	RFX ANALYST INC (Desk, Bid)	✓	08/31/2017 8:57 AM
16	Watson Advanced Starlight (Watson, Frank)	✓	09/01/2017 10:15 PM

Suppliers that have submitted a Response

Supplier	Version	Issued
No results were found		

Suppliers that have Downloaded attachments

Supplier							
1	4P Multimedia Software Ltd (Tam, Peter Pit Tat)						
File	Class	Size	Type	Count	Version	Created	
Finding for Exemptions	Mandatory	9.89 kB		1		09/02/2017 7:41 PM	

Supplier							
2	Allied Fire & Security (Graham, Tammy)						
File	Class	Size	Type	Count	Version	Created	
Finding for Exemptions	Mandatory	9.89 kB		1		08/31/2017 10:35 AM	

Supplier							
3	ARDENT TECHNOLOGIES, INC. (Appalaneni, Vas)						
File	Class	Size	Type	Count	Version	Created	
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 3:41 AM	

Supplier							
4	BidPrime (Walker, Lawrence)						
File	Class	Size	Type	Count	Version	Created	
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 8:00 AM	

Supplier							
5	Clark Kjos Architects (Combs, Scott D)						
File	Class	Size	Type	Count	Version	Created	
Finding for Exemptions	Mandatory	9.89 kB		1		09/05/2017 9:41 AM	


Supplier							
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6 custom websites to go (hall, julie f)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		08/31/2017 10:43 AM


Supplier

7 Deloitte Consulting LLP (Smith, Sally)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 8:17 AM


Supplier

8 eRepublic, Inc. (Lamoreaux, Mary)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/05/2017 7:39 AM


Supplier

9 Focus Care, Inc. (urs, mahesh)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		08/31/2017 10:24 AM

Supplier

10 INPUT Inc. (Sajko, Jason)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 1:29 AM


Supplier

11 International Database Corp (Rivers, Nancy A)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 7:53 AM

Supplier

12 LearningMate Solution Inc (Dubey, Komal)


File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		2		08/31/2017 11:56 AM

Supplier


13 Michael Mac Innovations, LLC (Gelatt, Victoria)

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 7:53 AM


Supplier**14 Onvia (Management, Source)**

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		4		08/31/2017 11:00 AM


Supplier**15 Prime Vendor Inc. (Jones, Kim)**

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		11		09/01/2017 1:23 AM

Supplier**16 RFX ANALYST INC (Desk, Bid)**

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		2		08/31/2017 8:57 AM

Supplier**17 Watson Advanced Starlight (Watson, Frank)**

File	Class	Size	Type	Count	Version	Created
Finding for Exemptions	Mandatory	9.89 kB		1		09/01/2017 10:16 PM