

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

418



FROM: Fire

SUBMITTAL DATE:
February 4, 2014

SUBJECT: Approval of the Target Solutions Annual Renewal Software License and Subscription Fee for the Fire Department without Securing Competitive Bids; All Districts; [\$121,875]; General Fund 47%, Prop 172 and Structural Fire Taxes 33%, Contract Reimbursement 20%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve one (1) year purchase with Target Solutions for annual user license and subscription fee of Target Solutions training and online risk management program estimated to be \$121,875 annually, which includes an option to renew for five (5) additional one (1) year period without securing competitive bids; and,
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option based on availability of fiscal funding, and to sign amendments to the compensation provision that do not exceed the annual CPI rates; and,
3. Authorize the Purchasing Agent to sole source purchase any additional licenses/subscriptions accordingly during the contract period as deemed operationally necessary and based on availability of fiscal funding.

BACKGROUND:

Summary: Continued on Page 2

John R. Hawkins,
County Fire Chief

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 121,875	\$ 121,875	\$ 121,875	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 57,281	\$ 57,281	\$ 57,281	\$ 0	

SOURCE OF FUNDS: General Fund 47%; Prop 172 and Structural Fire Taxes 33%; Contract Reimbursement 20%
Budget Adjustment: No
For Fiscal Year: 13/14

C.E.O. RECOMMENDATION:

APPROVE
BY
Tina Grande

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Departmental Concurrence

Purchasing:
Mark Seller, Assistant Director

- Positions Added
- Change Order
- A-30
- 4/5 Vote

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Target Solutions Annual Renewal Software License and Subscription Fee for the Fire
Department without Securing Competitive Bids; All Districts; [\$121,875]; General Fund 47%, Prop
172 and Structural Fire Taxes 33%, Contract Reimbursement 20%**

DATE: February 4, 2014

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

The purpose of the online training system is to provide internet based training that enables online recertification as well as tracking and reporting of the completed certification and training hours held at station level for the Riverside County Fire Department Fire Fighters. Target Solutions and the Fire Department have set up an account for each Fire personnel to log online training and tests on subject matters for recertification. Target Solutions will track training courses, tests, certifications, Incident Command System (ICS) qualifications and physical training held at the station levels. Target Solutions allows maximum flexibility with staff schedules and provide cost savings due to staff travel time, instructor costs and overtime at the fire stations.

Since the implementation of this program, we have reduced the cost of fire personnel salary (overtime needed to cover student in class at station level) travel time, instructor's costs and reduced the manual tracking and bulky files for the recertification program. The estimated annual savings is approximately \$500,000 based on twelve hours per year of classroom training for 1,300 employees. Target Solutions tracks training courses, tests, certifications, JAC (Joint Apprenticeship Committee) training and Incident command system (ICS) qualifications.

The Department is requesting to continue the use of the Target Solutions training and online risk management program with the licensing/subscriptions fee. This program is meeting the needs of the Department and its continuation will save the Department start-up costs associated with rebidding and accepting a new software program. The advantages of continuing with the current software program are it would not require any additional training on the use of a new software program to our 1,300 employees; there would not be a need to convert five (5) years of data into a new software program. If a better and less costly program becomes available, the Department will evaluate it; taking into account all of the start-up costs involved.

Impact on Citizens and Businesses

There is no impact on citizens and businesses.

SUPPLEMENTAL:

Additional Fiscal Information

The Department will purchase 1,625 licenses at \$121,875 in the current fiscal year. This is included in our current budget. The cost in future fiscal years is estimated to remain the same; unless there is a need for an increase in the number of users. No additional funding is requested. Per Board Policy H-11, the Department has received approval from the County Technology Standards and Oversight Committee (Approval #00399).

Contract History and Price Reasonableness

On March 19, 2008, County purchasing issued an RFP (FPARC-064) for online training software and instruction services. Through the bid process and vendor product demonstration, the evaluation committee determined that Target Solutions would provide the best value for the County. This resulted in Target Solutions becoming the low Responsive/Responsible Bidder. The Department has utilized this product for five (5) years with great success and would like to continue with the licensing/subscription.

Target Solutions cost of \$75 per user per year includes CPR, Fire, EMS, CalOSHA, and HR training components. This cost provides an estimated year savings of \$500,000 per year for the County. The year savings is based on twelve hours per year of classroom training for 1,300 employees.

San Bernardino County Fire Department is paying \$70 for licensing and \$195 for maintenance per user per year for their career firefighters. Their services include Fire, EMS, CalOSHA, HR training and other miscellaneous components.

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FORM 11: Target Solutions Annual Renewal Software License and Subscription Fee for the Fire
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PAGE: 3 of 3

Orange County Fire Authority is paying \$75 per user per year. Their services include the EMS component only. It does not include Fire specific training, nor does it include CalOSHA/HR.

Date February 4, 2014
From: John R. Hawkins Department/Agency: Riverside County Fire
To: Board of Supervisors/Purchasing Agent
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for Target Solutions Licensing/subscription fee.

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** Licensing/subscriptions for 1,625 users of the Target Solutions training and online risk management program.
2. **Supplier being requested:** Target Solutions VC# 79659
3. **Alternative suppliers that can or might be able to provide supply/service:** The Department has utilized this product for five (5) years with great success and would like to continue with the licensing/subscription. Licensing/subscriptions can only be purchased from the original software provider as it is proprietary.
4. **Extent of market search conducted:** The Department completed an RFP (FPARC-064) in March 2008. Target Solutions was the best value for the County. The Department is requesting to pay the licensing/subscription fee to continue the products use.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Target Solutions and the Fire Department have set up an account for each Fire personnel to log online training and tests on subject matters for recertification. Target Solutions will tract training courses, tests, certifications, Incident Command System (ICS) qualifications and physical training held at the station levels. Target Solutions allows maximum flexibility with staff schedules and provide cost savings due to staff travel time, instructor costs and overtime to fill at the stations.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** To maintain the current system and allow access for all of our personnel. The Department is requesting to continue the use of the Target Solutions training and online risk management program with the licensing/subscriptions fee. This program is meeting the needs of the Department and its continuation will save the Department start-up costs associated with rebidding and accepting a new software program. The advantages of continuing with the current software program are it would not require any additional training on the use of a new software program to our 1,300 employees; there would not be a need to convert five (5) years of data into a new software program. If a better and less costly program becomes available, the Department will evaluate it; taking into account all of the start-up costs involved.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** On March 19, 2008, County Purchasing issued an RFP (FPARC-064) for online training software and instruction services. Through the bid process and vendor product demonstration, the evaluation committee determined that Target Solutions would provide the best value for the County. This resulted in Target Solutions becoming the low Responsive/Responsible Bidder. The Department has utilized this product for five (5) years with great success and would like to continue with the licensing/subscription.

Target Solutions cost of \$75 per user per year includes CPR, Fire, EMS, CalOSHA, and HR training components. This cost provides an estimated year savings of \$500,000 per year for the County. The year savings is based on twelve hours per year of classroom training for 1,300 employees.

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Orange County Fire Authority is paying \$75 per user per year. Their services include the EMS component only. It does not include Fire specific training, nor does it include CalOSHA/HR.

8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** Licensing/subscription fees will be required for as long as the Department uses the software.
9. **Period of Performance:** February 2014 through January 2015 and renewable in one (1) increment for five (5) additional periods.

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)



Department Head Signature



Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 121,875.00

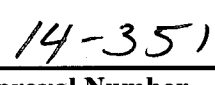
Annual Amount through 2019



Purchasing Agent



Date



Approval Number
(Reference on Purchasing Documents)



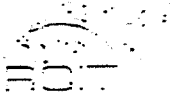
RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

PR2013
00399

Tracking Number for
Internal Use Only

REQUESTED PURCHASE:	TARGET SOLUTIONS ANNUAL LICENSE AND SUBSCRIPTION FEE														
DEPARTMENT/AGENCY:	FIRE														
CONTACT NAME/PHONE:	ANDREW MCGEE - (951) 940-6944														
PURCHASE REQUEST:	<input type="checkbox"/> NEW EQUIPMENT/SERVICES	<input type="checkbox"/> UPGRADE	<input type="checkbox"/> REPLACEMENT												
PURCHASE TYPE:	<input type="checkbox"/> PROFESSIONAL SERVICES	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> HARDWARE <input checked="" type="checkbox"/> RENEWAL												
DESCRIBE REQUESTED PURCHASE	Renewal of annual user license and subscription fee for Target Solutions online training and risk management program. License term 10/1/2013 - 9/30/2014. Year 5 of 5 year contract.														
BUSINESS NEEDS ADDRESSED	Target Solutions provides an online training portal providing training specific to fire department employee classifications. Tracks employee training and provides tests for comprehension. Provides comprehensive learning management system, including tools to track employee training and generate reports and certificates of completion.														
ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> UNKNOWN												
BUSINESS CRITICALITY	BUSINESS IMPACT (SELECT ALL THAT APPLY)														
<input checked="" type="checkbox"/> Run the business	<input checked="" type="checkbox"/> Support current operations														
<input type="checkbox"/> Grow the business	<input checked="" type="checkbox"/> Reduce Expenses														
<input type="checkbox"/> Transform the business	<input checked="" type="checkbox"/> Improve Customer Service														
	<input checked="" type="checkbox"/> Improve Operational Efficiencies														
BUSINESS RISKS	Financial: Operational: Customer:														
ALTERNATIVE SOLUTIONS	1. [Solution] 2. [Solution] 3. [Solution]														
TRANSACTION	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____														
PURCHASE COSTS	COST BENEFIT ANALYSIS														
Hardware: SC	<table border="1"> <thead> <tr> <th></th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> </tr> </thead> <tbody> <tr> <td>Current Annual Cost</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ongoing Annual Cost</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				ALTERNATIVE	ALTERNATIVE	ALTERNATIVE	Current Annual Cost				Ongoing Annual Cost			
	ALTERNATIVE	ALTERNATIVE	ALTERNATIVE												
Current Annual Cost															
Ongoing Annual Cost															
Software: \$127,500.00															

7/15



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
 To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for
Internal Use Only

Labor: SC TOTAL COST: \$127,500.00	Annual Cost Savings Net Annual Savings Project Implementation Cost Project Payback Period? yrs
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Department Head Signature: *[Signature]* Date: 9/19/13

RCIT RECOMMENDATION – for purchases and renewals under \$100,000

Recommended: Yes No (Non-recommended requests submit to TSOC)

By: *[Signature]* Date: 8/13/13
 Chief Information Officer Signature: *[Signature]* Date: 1 Aug 13

RCIT explanation for non-recommended requests:

TSOC RECOMMENDATION: for purchases and renewals over \$100,000 and RCIT non-recommended purchases or renewals

Recommended: Yes No (In no, provide explanation below)

TSOC Chair Signature: *[Signature]* Date: 8 Aug 13

TSOC explanation for denied requests: