



Maryland's Human Services Agency

DEPARTMENT OF HUMAN SERVICES
(Office of Technology for Human Services)

SMALL PROCUREMENT SOLICITATION FOR
(LinkedIn Learning)

DHS AGENCY CONTROL NUMBER (OTHS/OTHS-24-013-S)

SMALL BUSINESS RESERVE ONLY PROCUREMENT

This is a Small Business Reserve Procurement under COMAR 21.11.01.06. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract. See the attached Notice to Bidders (ATTACHMENT) for more information on the Small Business Reserve Program. (Please Note: Under COMAR 21.11.01.06.A.2 (b), procurements involving expenditures of federal dollars are exempt to the extent that their inclusion in the program is in violation of federal law or grant provisions.)

1. SUMMARY STATEMENT

The Maryland Department of Human Services intends to acquire 100 LinkedIn Learning Solution Licenses for training for our OTHS, which includes our IT Technical Staff and our Applications Support Staff. The procurement will be effective August 1, 2023 through July 31, 2026.

2. BACKGROUND

The LinkedIn Learning Solution Licenses are needed in order for DHS - OTHS (Office of Technology for Human Service) unit to train for new initiatives as well as to improve the skills of ongoing projects and initiatives that the Agency may roll out now and in the future.

3. SCOPE OF THE PROJECT

These licenses will be used by the Office of Technology for Human Services (OTHS) IT Technical Staff and our Applications Support Staff to learn and explore new skills and increase knowledge of current skills for various applications to assist with new projects and initiatives. The users will be able to use this learning tool to assist our customers and enhance their current skill set as it applies to the ever-changing Technology in the day-to-day tasks and projects.

4. BIDDER/OFFEROR QUALIFICATIONS

Vendor must be an authorized reseller of LinkedIn Learning.

5. CONTRACTOR REQUIREMENTS

- 5.1 The Vendor must prove that they are an authorized LinkedIn Learning reseller.
- 5.2 The Vendor must provide a copy of an authorized LinkedIn Learning reseller to DHS.
- 5.3 The Vendor response must be made by the bid due date.
- 5.4 The Vendor must provide proposals for the following items:

Description/Service	Quantity
LinkIn Learning (High Quality Multi-language content, unlimited LinkedIn Access from any device w/ Admin tools LLEENR0XX-1601-5 Start Date: 08/01/2023 End Date: 07/31/2024	100
LinkIn Learning (High Quality Multi-language content, unlimited LinkedIn Access from any device w/ Admin tools LLEENR0XX-1601-5 Start Date: 08/01/2024 End Date: 07/31/2025	100
LinkIn Learning (High Quality Multi-language content, unlimited LinkedIn Access from any device w/ Admin tools LLEENR0XX-1601-5 Start Date: 08/01/2024 End Date: 07/31/2026	100

6. CONTRACT TERM AND DELIVERABLES

The procurement resulting from this solicitation will be for a **three-year** period beginning August 1, 2023, ending July 31, 2026.

7. STATE PROJECT MANAGER

The State Project Manager for this Procurement is:

Kim Sheehan,
 Customer Service Director, OTHS
 Maryland Department of Human Services
 311 W. Saratoga Street
 Baltimore, MD 21201
 (410) 767-7381 (office)
 (443) 977-0428 (mobile)
Kim.Sheeha@maryland.gov (email)

After the procurement award(s), this person will serve as the primary point of contact for the Contractor(s) in regard to the Procurement(s) resulting from this IFB. However, for certain procurement related actions the Procurement Officer may communicate with the Contractor(s).

8. SUBMISSION INFORMATION

Bids must be submitted through eMaryland Marketplace Advantage by June 26, 2023 at 3:00PM.

Requests for an extension of this date or time shall not be granted. Bids or unsolicited modifications to Bids arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F.

Oral, facsimile Bids will not be accepted.

Inquiries must be directed to the Department at the email address below:

Antoinette Taylor, Procurement Specialist
Maryland Department of Human Services
Office of Technology for Human Services
1100 Eastern Boulevard
Essex, Maryland 21221
Email: antoinette.taylor@maryland.gov

RECEIPT, OPENING, AND RECORDING OF BIDS:

Receipt: Upon receipt, each Bid will be opened after the solicitation has been closed.

The Bid Opening shall be on June 26, 2023 at 3:30 PM.

10. BASIS FOR AWARD

The procurement will be awarded to the responsible Bidder who submits a responsive Bid that meets the specifications set forth in the Small Procurement Solicitation and provides the most favorable Bid Price.

In the event of tie bids, the provisions of COMAR 21.05.02.14 shall determine the successful bidder.

11. DEPARTMENT CONTRACT

The successful offeror will be expected to sign a contract with the Department, sample enclosed as ATTACHMENT B.

12. CANCELLATION OF BIDS/PROPOSALS

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State's best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders/Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

13. ACCEPTANCE OF BIDS/PROPOSALS

The State reserves the right to accept or reject any and all Bids, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

14. TIME OF BID/PROPOSAL ACCEPTANCE

The content of this Solicitation and the Bid of the successful Bidder will be included by reference in any resulting Procurement. All prices, terms and conditions in the Bid are irrevocable for 90 days after the closing date for receipt of Bids. This period may be extended by written mutual agreement between the Bidder and the requesting State organization.

15. PAYMENT

The successful vendor shall bill the Department of Human Services, Office of Technology Services. Invoices must be addressed to:

Gregory Allen
Fiscal Officer
Maryland Department of Human Services
Office of Technology for Human Services
1100 Eastern Boulevard
Essex, MD 21221
410-238-1351
Tony.allen@maryland.gov

All invoices must (at a minimum) be signed and dated in addition to including the Contractor's mailing address, the Contractor's Social Security number or Federal Tax ID number, the State's assigned control number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

16. Compliance with Laws/Arrearages

By submitting a Bid/Proposal in response to this solicitation, the Bidder/Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Procurement.

By submitting a response to this solicitation, each Bidder/Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Procurement if selected for Procurement award.

17. Verification of Registration and Tax Payment

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit <https://www.egov.maryland.gov/businessexpress>.

18. PROCUREMENT METHOD (Mandatory Provision)

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost \$50,000 or less.

(The following language must be included in **all** Small Procurement Solicitations)

Minority Business Enterprises are strongly encouraged to respond to this solicitation.