



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

**Intergovernmental Cooperative Purchasing Agreement
Procurement Officer Determination
COMAR 21.05.09.04**

Per COMAR 21.05.09.02, as a Primary Procurement Unit, the Department of General Services (DGS) Office of State Procurement (OSP) may initially sponsor or participate in, renew, modify, or administer an Intergovernmental Cooperative Purchasing Agreement (ICPA) on its own behalf or on behalf of another agency when a determination is made under SFP §13-110 and COMAR 21.05.09.04.

In accordance with State Procurement Regulations COMAR 21.05.09.04, the DGS OSP Procurement Officer, on behalf of the Department of Budget and Management (DBM), has determined that it is in the best interest of the State to procure a new contract for the Learning Management System (LMS), Cornerstone Learning utilizing the United States Government Services Administration (GSA) Contract No. GS-35F-0247V through the ICPA procurement method.

The GSA contract is a multiple award schedule contract that includes commercial goods and services and has been awarded by a public competitive procurement process that is compliant with Maryland statutes. GSA Contract GS-35F-0247V is for Information Technology (IT) training and services and was awarded to Cornerstone OnDemand. Cornerstone Learning is a cloud-based Software-as-a-Service (SaaS) learning management system. This service provides a number of different solutions, such as IT technology training, software licenses, software maintenance, and more.

DBM first purchased Cornerstone Learning in 2021 from Cornerstone OnDemand. These services allow DBM to administer its statewide training for the 46,000 end-users. Cornerstone Learning was purchased under the second option extension of GSA Contract No. GS-35F-0247V. This GSA contract is now in its third option extension, and DBM would like to continue to use Cornerstone Learning under a new one-year contract with Cornerstone OnDemand.

To establish price reasonableness, the DGS OSP Procurement Officer conducted market research; obtained an estimate from an online third-party vendor that showed the average cost per user for a cloud-based system for 46,000 users is approximately \$3.00 to \$18.00 more than the GSA pricing that DBM would receive; and compared historical prices paid by DBM that showed this year's pricing for Cornerstone Learning software licenses is only approximately 3% higher than last year's pricing and less than other options noted above.

Since these prices were obtained through a competitive procurement conducted by GSA, and the DGS OSP Procurement Officer has determined the price reasonableness of the contract rates, the reduction in administrative burdens on the State by not having to conduct a stand-alone competitive procurement is realized by this ICPA procurement. Additionally, this ICPA procurement will reduce the length of time for delivery of the solution to further reduce the administrative burden and will ensure transparency to the citizens of Maryland. The use of the ICPA method is not intended to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement (SFP) § 13-110.

Based upon the analysis and market research conducted noted above for Cornerstone Learning, I have determined that it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement, that doing so will provide cost benefits to the State, promote administrative efficiencies, or promote intergovernmental cooperation, and is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

Amanda Longacre

18/03/24

Amanda Longacre, Procurement Officer, DGS OSP / Date

Jamie Tomaszewski

18/03/24

Jamie Tomaszewski, Acting Deputy Chief Procurement Officer / Date

Atif Chaudhry

25/03/24

Atif Chaudhry, Secretary, DGS / Date












DGS OSP ICPA POD Cornerstone for DBM

Final Audit Report

2024-03-25

Created:	2024-03-18
By:	JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAAt17hx8IPukrSOvdyGjS7NbatPOCxoMDA

"DGS OSP ICPA POD Cornerstone for DBM" History

-  Document created by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
2024-03-18 - 8:32:46 PM GMT- IP address: 167.102.225.96
-  Document emailed to Amanda Longacre (amanda.longacre1@maryland.gov) for signature
2024-03-18 - 8:32:53 PM GMT
-  Document emailed to JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV) for signature
2024-03-18 - 8:32:53 PM GMT
-  Document emailed to Atif Chaudhry (atif.chaudhry@maryland.gov) for signature
2024-03-18 - 8:32:53 PM GMT
-  Email viewed by Atif Chaudhry (atif.chaudhry@maryland.gov)
2024-03-18 - 8:33:15 PM GMT- IP address: 66.249.83.40
-  Email viewed by Amanda Longacre (amanda.longacre1@maryland.gov)
2024-03-18 - 8:34:18 PM GMT- IP address: 66.102.8.73
-  Document e-signed by Amanda Longacre (amanda.longacre1@maryland.gov)
Signature Date: 2024-03-18 - 8:34:34 PM GMT - Time Source: server- IP address: 167.102.225.96
-  Email viewed by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
2024-03-18 - 8:35:02 PM GMT- IP address: 66.102.8.73
-  Document e-signed by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
Signature Date: 2024-03-18 - 8:37:07 PM GMT - Time Source: server- IP address: 167.102.225.96
-  Document e-signed by Atif Chaudhry (atif.chaudhry@maryland.gov)
Signature Date: 2024-03-25 - 4:45:38 PM GMT - Time Source: server- IP address: 167.102.225.96
-  Agreement completed.
2024-03-25 - 4:45:38 PM GMT