

**MANATEE COUNTY GOVERNMENT
NOTICE OF INTENT TO AWARD
A SINGLE SOURCE CONTRACT**

SUBJECT/TITLE	Adobe Acrobat Software Products Licenses	DATE POSTED	MC Website _____
PROCUREMENT REPRESENTATIVE	Charles Bentley 941-749-3036	DATE CONTRACT SHALL BE AWARDED	February 7, 2023
DEPARTMENT	Information Technology	REQUISITION NO.	R081143
AUTHORIZED BY	Jacob Erickson, Purchasing Official	SIGNATURE DATE	

NOTICE OF INTENT TO AWARD A SINGLE SOURCE CONTRACT

The Manatee County Procurement Division provides notice of its intent to award a single source contract with a value of \$61,643.33 with SHI International Corp for the provision of annual Adobe licenses for enterprise: (603) Acrobat Pro/Pro DC, (20) Creative Cloud, (3) Photoshop, (1) Illustrator, (1) Premier Pro, and (2) Stock for Teams, valid for the period January 18, 2023, through January 17, 2024.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

Manatee County Procurement Division has completed a due diligence review and intends to procure annual Adobe Acrobat licenses from SHI International Corp without conducting a competitive solicitation process for the following reason(s):

SHI International Corp consistently provides the best pricing for Adobe Acrobat software licenses. Due to many ongoing departmental purchase requests for these licenses, having a single source for these purchases saves much time and resources by avoiding the three-quote sourcing process to obtain pricing for every Adobe Acrobat license(s) purchase request.

Any company that believes it can provide this good/service, must submit detailed information about its good/service to the Manatee County Procurement Division at purchasing@mymanatee.org no later than February 6, 2023, for evaluation and consideration.