

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

<b>SUBJECT/TITLE</b>	Cherwell® Service Management (CSM) Software Maintenance Renewal	<b>DATE POSTED</b>	MC Website _____
<b>PROCUREMENT REPRESENTATIVE</b>	Ashley Forrest Procurement Agent II	<b>DATE CONTRACT SHALL BE AWARDED</b>	October 13, 2023
<b>DEPARTMENT</b>	Information Technology	<b>REQUISITION NO.</b>	N004785
<b>AUTHORIZED BY</b>	Jacob Erickson, Purchasing Official	<b>SIGNATURE DATE</b>	

**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 \$38,957.94 with Ivanti, Inc. for the provision of renewing Cherwell® Service Management (CSM) concurrent user software maintenance and support for the period December 30, 2023 through December 29, 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 CSM software maintenance and support renewal from Ivanti, Inc. without conducting a competitive solicitation process for the following reason(s):

The County’s Information Technology Services and Property Management Department has used CSM software for managing service requests, incidents, and work orders since 2015. Initially, Cherwell Software, LLC sold and supported CSM. Ivanti, Inc. purchased Cherwell Software, LLC in March 2021. Ivanti is the sole supporter of CSM software.

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](mailto:purchasing@mymanatee.org) no later than October 12, 2023 for evaluation and consideration.

