

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

SUBJECT/TITLE	Public Records Management and Request Processing Training	DATE POSTED	MC Website _____
PROCUREMENT REPRESENTATIVE	Ashley Forrest, Procurement Agent II	DATE CONTRACT SHALL BE AWARDED	April 26, 2024
DEPARTMENT	County Administration	REQUISITION NO.	R084515
AUTHORIZED BY	Jacob Erickson, Purchasing Official	SIGNATURE DATE	Jacob Erickson, MBA, CPPO, NIGP-CPP <small>Digitally signed by Jacob Erickson, MBA, CPPO, NIGP-CPP Date: 2024.04.18 14:19:31 -0400</small>

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 \$27,000.00 with PRI Management Group for the provision of training for public records management and request processing.

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 training for public records management and request processing from PRI Management Group without conducting a competitive solicitation process for the following reason(s):

PRI Management Group specializes in record management and IT consulting, serving state and local government entities, with a particular focus on Florida legal requirements. In 2023, PRI Management Group conducted an assessment for the Manatee County Administrator's Office, reviewing the department's record management business processes and systems. Given their in-depth knowledge of Florida public records legal requirements and their understanding of Manatee County's record management business processes and systems, PRI Management Group is uniquely positioned to provide comprehensive training to ensure agency compliance.

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 April 25, 2024 for evaluation and consideration.