

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

<b>SUBJECT/TITLE</b>	Haloitsm Licenses	<b>DATE POSTED</b>	MC Website _____
<b>PROCUREMENT REPRESENTATIVE</b>	Kelly Driscoll, Procurement Agent I	<b>DATE CONTRACT SHALL BE AWARDED</b>	April 23, 2026
<b>DEPARTMENT</b>	Information Services	<b>AUTHORIZED BY DATE</b>	Purchasing Official
<b>TASK NO.</b>	26-R090010KD		

**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 \$108,000.00 with Halo Software, LLC for the provision of Haloitsm Licenses.

**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**

The Manatee County Procurement Division has completed a due diligence review and intends to procure Haloitsm Licenses from Halo Software, LLC without conducting a competitive solicitation process for the following reason(s):

The Cherwell Information Technology Service Management (ITSM) software used to submit service and project requests will no longer be supported at the end of 2026. It is scheduled to be replaced with the software enterprise Halo ITSM previously purchased from Halo Software, LLC. The new software requires the purchase of monthly licenses for users. Market research highlights Halo ITSM as a high-value leader that offers strategic high-end solutions, and the cost of this new software from Halo Software, LLC is significantly lower than other major competitors. Halo Software, LLC is the only provider of the licenses.

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 April 22, 2026 for evaluation and consideration.