

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

<b>SUBJECT / TITLE</b>	Workforce Software, LLC / Annual Renewal for Workforce Software and Hardware Support	<b>DATE POSTED</b>	MC Website _____
<b>PROCUREMENT REPRESENTATIVE</b>	Brooke Baker, Procurement Team Leader	<b>DATE CONTRACT SHALL BE AWARDED</b>	March 30, 2021
<b>DEPARTMENT</b>	Information Technology Services	<b>REQUISITION NO.</b>	R076528
<b>AUTHORIZED BY</b>	Jacob Erickson, Procurement Official	<b>SIGNATURE DATE</b>	

**NOTICE OF INTENT TO NEGOTIATE FOR AWARD**

The Manatee County Procurement Division provides notice of its intent to award a single source contract with a value of \$126,955.00 to Workforce Software, LLC for the provision of Workforce software and hardware support.

**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 Workforce software and hardware support from Workforce Software, LLC without conducting a competitive solicitation process for the following reason:

The County has been utilizing Workforce software and hardware for the electronic Time and Attendance System since 2008. Procuring the annual renewal for Workforce software and hardware from Workforce Software, LLC will ensure compatibility with the County's existing System.

Based upon these and other factors, the County plans to maintain the above referenced System.

Any company that believes it can provide these goods / services, must submit detailed information about its goods / services to the Manatee County Procurement Division at [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org) no later than March 29, 2021 for evaluation and consideration.