

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	DATE CONTRACT SHALL BE AWARDED	February 2, 2022
DEPARTMENT	Information Technology	REQUISITION NO.	R078608
AUTHORIZED BY	Jacob Erickson, Procurement 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 \$44,329.70 with SHI International Corp for the provision of annual Adobe Acrobat licenses valid for the period January 18, 2022, through January 17, 2023.

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 1, 2022, for evaluation and consideration.