

Memo

To: City Council

CC: Tracey Nicholson, City Administrator
Consuella Barbour, Deputy City Administrator
Ron Brooks, City Treasurer

From: Jim Chandler, Assistant City Administrator

Date: February 8, 2021

Re: IT Adobe Suite Licensing

The purpose of this memorandum is to request City Council authorization for purchase of Adobe Acrobat licensing product renewal. The authorization is required due to the total cost exceeding the \$10,000 threshold.

The City purchases a variety of Adobe Suite products including Creative Cloud, Pro DC and Standard DC licensing products, which are assigned to specific users and user groups. The City's licensing is set to expire on May 15, 2023 and requires renewals.

City staff is recommending the authorization to proceed with the purchase of Adobe Acrobat Suite licensing products from GHA Technologies Inc, for a total cost not to exceed \$16,000.