

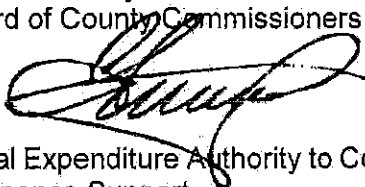
# Memorandum

MIAMI-DADE  
COUNTY

**Date:** February 4, 2020

**To:** Honorable Chairwoman Andrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor



Agenda Item No. 8(F)(7)

**Subject:** Request for Additional Expenditure Authority to Contract No. FB-00714, Adobe Software Licenses and Maintenance Support

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) authorize increased expenditure authority of \$266,803 to *Contract FB-00714, Adobe Software Licenses and Maintenance Support*, for the Information Technology Department on behalf of County departments. The County competitively awarded this contract on January 1, 2018 for a three-year term under the Mayor's delegated authority. Board approval of this item is required as the cumulative contract allocation will exceed the Mayor's delegated authority.

Information Technology utilizes this contract to procure Adobe applications. Adobe is the creator of Portable Document Format, which has become the accepted standard for secure, electronic documents and images. Adobe is the manufacturer of the Creative Cloud software package and numerous software applications that include a collection of graphic design, video and image editing, web development, video conferencing, forms management, and e-learning applications. Adobe applications are utilized to meet the operational needs of the County.

The additional expenditure authority requested will address forecasted needs which have increased since the contract was established due to higher than anticipated demand for the Adobe tools countywide; and will cover the license subscription renewal fees due on March 20, 2020.

There has been a substantial increase in countywide department requests, specifically, for Acrobat DC Professional and Acrobat DC Standard licenses. Acrobat DC is the industry standard composed of three components used to perform a variety of editing functions on PDFs on desktop and mobile devices; Adobe Document Cloud, which lets you create and export PDF files, as well as store and send files and collect electronic signatures; and Acrobat Reader DC, which enables you to read, print, and sign PDFs. Another of the widely used application is Adobe Creative Cloud Enterprise, which includes various products of the Adobe family, i.e. Design apps, Photoshop, Illustrator, InDesign, and Premier Pro.

The County anticipates advertising a replacement solicitation in Spring 2020, as the estimated quantities for the number of licenses that will be required is not yet known, and can only be ascertained closer to the contract expiration date.

## **Scope**

The impact of this item is countywide in nature.

## **Fiscal Impact/Funding Source**

The contract has an existing allocation of \$900,000 and expires on December 31, 2020. The requested modification will authorize additional expenditure authority of \$266,803, increasing the total contract value to \$1,166,803. The requested increase in expenditure is based on projected needs, based on the usage for the last two years.

Department	Existing Allocation	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Information Technology	\$900,000	\$266,803	\$1,166,803	Internal Service Funds	Tania Gundin
<b>Total:</b>	<b>\$900,000</b>	<b>\$266,803</b>	<b>\$1,166,803</b>		

**Track Record/Monitor**

Juliana Manjarres of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**

The County Mayor or the County Mayor's designee will have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

**Awarded Vendor**

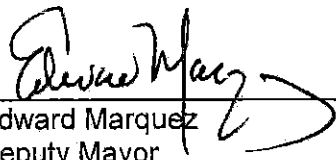
Vendor	Principal Address	Local Address	Principal
Emergent, LLC	8219 Leesburg Pike Suite 300 Vienna, VA	None	Dale Darr

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

**Applicable Ordinances and Contract Measures**

- The User Access Program provision applies and the two percent discount will be collected on all purchases.
- The Small Business Enterprise Bid Preference was applied.
- The Local Preference did not apply.
- The Living Wage does not apply.

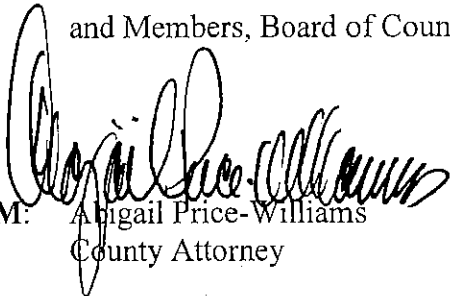
  
 \_\_\_\_\_  
 Edward Marquez  
 Deputy Mayor



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** February 4, 2020

**FROM:**   
Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(7)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(F)(7)  
2-4-20

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$266,803.00 FOR A MODIFIED TOTAL CONTRACT AWARD OF \$1,166,803.00 OF CONTRACT NO. FB-00714 FOR ADOBE SOFTWARE LICENSES AND MAINTENANCE SUPPORT FOR THE INFORMATION TECHNOLOGY DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** This Board authorizes additional expenditure authority in an amount up to \$266,803.00 for a modified contract award of \$1,166,803.00 of Contract No. FB-00714 for adobe software licenses and maintenance support for the Information Technology Department.

**Section 2.** This Board authorizes the County Mayor or County Mayor's designee to exercise all provisions of Contract No. FB-00714 pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38. A copy of the contract document is on file with and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and  
upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	
Rebeca Sosa, Vice Chairwoman	
Esteban L. Bovo, Jr.	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Eileen Higgins	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Dennis C. Moss	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 4<sup>th</sup> day of February, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Oren Rosenthal