



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**December 6, 2022**

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**TOPIC:** Blanket Order Contract for Adobe Software and Subscriptions

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**AGENDA TITLE:**

Award a Blanket Order Contract to CDW-G for Adobe Software and Subscriptions, in an annual amount not to exceed \$75,000 (Specification No. 22-149) (General and Non-General Fund)

**RECOMMENDED ACTION**

Award a contract for the purchase of Adobe Software and Subscriptions, for an eleven-month period expiring October 30, 2023, with provision for one optional one-year renewal exercisable by the City Manager, in an annual amount not to exceed \$75,000, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

Adobe Acrobat has been the leading application software for creating and managing secure portable document format (PDF) and is highly used across all City of Santa Ana Agencies. PDF is a versatile file format that gives users an easy, reliable way to present and exchange documents including the ability to enhance editing and form creation. Among other features, Adobe Acrobat provides a quick and reliable method for staff to send, track, and receive electronic and digital signatures, creating digital efficiencies and enhancing business productivity. In addition, the City maintains subscriptions for other Adobe products for web and print graphics, such as Adobe Creative Cloud, In-Design, and Photoshop.

Santa Ana City Ordinance No. NS- 2312 authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. Sourcewell, a State of Minnesota local government agency and service cooperative, awarded a national cooperative contract for equipment, products, or services to CDW-G. They are an authorized Adobe Acrobat software dealer. The existing Sourcewell contract was awarded as a result of an open, competitive bidding process conducted. The subsequently awarded Master Contract No. 081419-CDW is made available by Sourcewell to all nationwide governmental and public agencies. By leveraging the procurement power through cooperative purchasing, the City of Santa Ana is able to obtain nationally vetted, high quality products at competitive volume pricing, and is in accordance with the City's existing Purchasing Guidelines.

**ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

**FISCAL IMPACT**

Funds for the duration of the contract period, an amount not to exceed \$75,000 per fiscal year, will be included in various department Computer Software Subscriptions Expense account (no. 66511).

**EXHIBIT(S)**

1. Master Contract No. 081419-CDW

Submitted By: Jack Ciulla, Chief Technology Innovations Officer

Approved By: Kristine Ridge, City Manager