

**NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

This Notice of Intended Decision to Enter into a Single Source Contract is posted in accordance with section 287.057(3), Florida Statutes.

AGENCY: Department of Economic Opportunity (DEO)

TITLE: Carahsoft Technology Corporation – Conga Composer Business Edition Licenses

Short description of the commodity or service desired: Conga Composer Business Edition Licenses

CONTACT

Name: Lori Jones, Purchasing Analyst/ Vincent McKenzie, Purchasing Manager

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Internal tracking number, if any: SS-21-002-LAJ-AD

Date posted: 10/14/2020

Time Posted: 9:15 am

Commodity or Contractual Service (commodity or United Nation Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):

43231500- Business function specific software

43232300 – Data Management and Query Software

Requestor (division, bureau, office, individual, as appropriate):

Division of Finance of Administration, Bureau of Financial Management

Performance and/or Design Requirements (intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, as appropriate):

DEO utilizes Conga Composer Business Edition to provide enhanced reporting in coordination with its Salesforce solution. This reporting is needed to provide timely and accurate financial and programmatic reporting to DEO internal and external partners including, but not limited to federal cognizant agencies, DEO subrecipients, and contract staff supporting Rebuild Florida.

Intended Single Source:

Carahsoft Technology Corporation

11493 Sunset Hills Road

Suite 100

Reston, Virginia 20190

Price: \$87,183.19

Justification for Single Source Purchase (what is necessary and unique about the commodity, contractual service, or source; steps taken to confirm unavailability of competition, as appropriate):

Conga has identified by email, Carahsoft Technology Corporation as the only reseller for the State of Florida of the Composer Business Edition reporting tool.

The Department confirms compliance with posting requirements in accordance with section 287.057(3)(c), Florida Statutes and with chapter 60A-1.045 (4)(b), Florida Administrative Code, the department has determined the single source is justified.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing)
Debbie Keene, Operations Management Consultant I
Lemuel Toro, Revenue Program Administrator
Caroline Womack, Chief, Bureau of Financial Management
Lori. Jones, Purchasing Analyst
Vincent McKenzie, Purchasing Manager

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.