## DESCRIPTION OF INTENDED SINGLE SOURCE PURCHASE (PUR 7776)

AGENCY: Department of Economic Opportunity (DEO)

<u>TITLE:</u> Carahsoft Technology Corporation – Conga Composer Business Edition Licenses

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

## CONTACT

Name: Michelle Currie, Purchasing Analyst/Vincent McKenzie, Purchasing Manager Address: 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399 Telephone: 850-245-7472/850-245-7463 Email: Michelle.Currie@deo.myflorida.com/Vincent.McKenzie@deo.myflorida.com

Internal tracking number, if any: SS-22-005-MC

Date posted:October 27, 2021Last day for receipt of information:November 18, 2021 (a) 10:00am\*Date extended due to Vendor Bid System being down.November 29, 2021 (a) 4:14pm

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with sections 120.57(3) and 287.057(3), Florida Statutes and will remain posted for a period of at least 7 business days.

<u>Commodity or Contractual Service Required</u> (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate): 43231500- Business function specific software 4323200 - Data Managament and Query Software

43232300 - Data Management and Query Software

Quantity or Term (as appropriate): 1 year

<u>Requestor</u> (division, bureau, office, individual, as appropriate): Division of Finance of Administration, Bureau of Financial Management

<u>Performance and/or Design Requirements:</u> DEO is seeking software 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. DEO currently uses Conga Composer Business Edition to provide these enhanced reporting functions.

Intended Single Source: Carahsoft Technology Corporation 11493 Sunset Hills Road Suite 100 Reston, Virginia 20190

Estimated Dollar Amount: \$96,710.51 (Amended from \$94,370.51) <u>Justification for single source acquisition</u> (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):

Conga Composer Business Edition (Conga) helps government agencies improve productivity and utilize network solutions. DEO currently utilizes Conga in coordination with its Salesforce solution. Conga has identified Carahsoft Technology Corporation, which serves as the master government aggregator and distributor for Conga, as the only reseller of Conga in the State of Florida.

<u>Approved By</u> (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing): Sharon Runyan, GOC II

Lemuel Toro, Revenue Program Administrator Caroline Womack, Chief, Bureau of Financial Management Michelle Currie, Purchasing Analyst Vincent McKenzie, Purchasing Manager

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall: provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s.120.57(3), FS.