



Justification for single source acquisition (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.

Approved By (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.