

**State Term Contract  
Permission Request**

Date: \_\_\_\_\_ State Contract No/URL: [Public Contract: CTR000773-A8 - MCSA0016, SA 5, Amr](#) Contract Type:  Over \$50,000  Under \$50,000

Requesting Agency:  Contact Name:  Email:

**TO BE COMPLETED BY AGENCY:**

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

The City of Columbus has been utilizing the State of Ohio Adobe product STS for several years now. The reason for using this contract has been due to Adobe having shared that we will get better pricing from this contract than having our own UTC. The Department of Technology is requesting the continued use of this contract to keep our exiting subscription portal in place and continue to add any new subscriptions to the this portal. DoT has reached out to all three resellers listed on the STS (SHI, Brown Enterprise, Digitek). Only two resellers have responded with pricing. Digitek has been unresponsive. Brown Enterprise provided the lowest cost quote for renewing our existng licenses. Brown Entrprise is MBE and registered with the City of Columbus.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

**TO BE COMPLETED BY PROCUREMENT MANAGER:**

Approved? \_\_\_s/ Sean S. Fouts 02-07-23\_\_\_

