

**State Term Contract  
Permission Request**

Date: \_\_\_\_\_ State Contract No/URL:  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.)

There was an evaluation for whether or not to switch DoT's Solarwinds licening from perpetual to subscription based. The outcome of this was to leave the licensing as perpetual for now. This took longer than anticipated and unfortunately resulted in not enough available time for a formal bid before expiration. As such, using the STS contract would result in the most cost effective manner in which to renew these licenses this year in the timeframe available. DoT will make sure to formally bid these licenses out for next year.

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? \_\_\_ SSF 10/17/23 \_\_\_

