

In-House Procurement Request (IHR)

Brief Description of all Item(s) and or Service(s) being requested.: **Renewal of existing Adobe Subscription Licenses & Future Subscription needs using State MCSA**

Vendor **Brown Enterprise Sol (010668)**

Item #	Item Description	Estimated Quantities	Estimated Cost (per unit)	Estimated Cost (Total)	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3 (ITAMs)	Section 4 (ITAMs)	Section 5 (ITAMs)	Project No. (Capital Only)
1	Public Service - Infrastructure (Future Subscription Needs 2023)	1	\$ 2,576.79	\$ 2,576.79	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	IT1316-DPS Trans Infrastructure	
2	Building and Zoning (Future Subscription Needs 2023)	1	\$ 4,130.00	\$ 4,130.00	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS01-General Fund agenc	IT1303-Building and Zoning	
3	General Fund (Future Subscription Needs 2023)	1	\$ 15,500.00	\$ 15,500.00	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	IT005-Contracts				
4	HR Risk Management (Future Subscription Needs 2023)	1	\$ 882.05	\$ 882.05	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	IT1313-Risk Management	
5	Public Utilities (Future Subscription Needs 2023)	1	\$ 18,000.00	\$ 18,000.00	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	DPU Split Funding	
7	Public Service - Infrastructure (Existing Subscriptions to renew)	1	\$ 14,261.70	\$ 14,261.70	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	IT1316-DPS Trans Infrastructure	
8	Building and Zoning Renewal (Existing Subscriptions to renew)	1	\$ 8,962.49	\$ 8,962.49	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS01-General Fund agenc	IT1303-Building and Zoning	
9	General Fund (Existing Subscriptions to renew)	1	\$ 144,907.18	\$ 144,907.18	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	IT005-Contracts				
10	HR Risk Management (Existing Subscriptions to renew)	1	\$ 1,357.68	\$ 1,357.68	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	IT1313-Risk Management	
11	Public Utilities (Existing Subscriptions to renew)	1	\$ 18,860.33	\$ 18,860.33	4701	03-Purchased S	63946-Mainten	5100-Info	5100-510001	CW001-Admin	470104-Direct charge ser	IS02-Other fund agencies	DPU Split Funding	
12				\$ -										
13				\$ -										
14				\$ -										
15				\$ -										
16				\$ -										
	Total			\$ 229,438.22										

If your request has only ONE line, you do not need to fill/attach this file to the "Smartsheet" IHR FORM.

A completed file to be attached to a NEW IHR FORM (Smartsheet) and submitted online.

The purpose of the above table above table is to only capture the accounting and funding information for a new IHR. All other information to be provided when filling and submitting the IHR FORM (Smartsheet)