

**Purchase Request #13**  
**Regular Board Meeting August 3, 2020**  
**Consideration of Approval to Contract for**  
**Enterprise Term License Agreement for Adobe Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with JourneyEd.com Inc. for an Enterprise Term License Agreement (ETLA) for Adobe products for the College.

**BACKGROUND**

Adobe software products are used for a wide range of administrative and instructional needs and are considered the industry standard software used for graphic design, video editing, web development, and photography. The College's existing three-year ETLA with Adobe is expiring and must be renewed in order to continue using the products as currently installed on office and lab computers. The new agreement will allow the College's faculty, staff, and students the continued use of Adobe's Creative Cloud for Enterprise suite of software on College-owned computers including home-use benefits for select students, identified by dependent courses.

Invitation for bids #20-33 was issued to procure an ETLA for Adobe products. One response was received and evaluated by a team comprised of representatives from information technology services who determined the bid submitted by JourneyEd.com Inc. is responsive.

**IMPACT OF THIS ACTION**

This purchase will allow the College to use the latest features available in Adobe products to meet existing and new instructional and administrative needs, increase the availability for student use at home, and allows the ITS department to continue delivering a consistent and updated environment to meet new and existing administrative or instructional needs.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$200,000 and will be funded from the information technology services department's 2020-2021 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The contract award term will be for three years beginning as agreed upon during contract negotiations.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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