

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

January 14, 2025

FROM

Diana Alexander, Assistant Executive Officer, Human Services

SUBJECT

Purchase Order with Emgence for Renewal of Adobe® for Software Licenses, Support, and Maintenance

RECOMMENDATION(S)

Authorize the Purchasing Agent to issue purchase orders to Emgence for the renewal of Adobe® user licenses for Adobe Acrobat Pro Enterprise and Adobe Creative Cloud (All Apps) Pro Plus, in an amount not to exceed \$272,802, for the period of February 3, 2025 through February 2, 2026.

(Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally Responsible and Business-Like Manner.

FINANCIAL IMPACT

This item does not require additional use of Discretionary General Funding (Net County Cost). The purchase order amount of \$272,802 for 2025-26 will be funded with multiple Human Services (HS) Administrative Allocations, which consist of 85% (\$231,882) Federal and State resources and 15% local share (\$40,920). Adequate appropriation and revenue have been included in the HS Administrative Claim 2025-26 budget.

BACKGROUND INFORMATION

HS utilizes Adobe® products and services to facilitate a vast number of projects. HS is renewing subscriptions for user licenses of Adobe products and services for HS employees as the current subscription expires on February 2, 2025.

Adobe® sells its products and services through third-party resellers and does not sell directly to businesses, government, and consumers. Adobe® is a software as a Service and operates by subscription. All use of the products and services are governed by the Customer Licensing Terms, and the version of Adobe® Enterprise Licensing Terms in effect as of the date a purchase order is issued to the reseller.

On March 14, 2023 (Item No. 20), the Board of Supervisors (Board) approved the following contracts with Adobe®, Inc.:

1. Value Incentive Plan for Large Government Agencies (LGA) (Contract No. 23-171)
2. Adobe Value Incentive Plan Terms and Conditions (Contract No. 23-172)
3. Adobe General Terms of Use (Contract No. 23-173)
4. Adobe Developer Additional Terms (Contract No. 23-174)

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5. Adobe Fonts Service Additional Terms (Contract No. 23-175)
6. Document Cloud Additional Terms of Use (Contract No. 23-176)
7. Adobe Stock Additional Terms (Contract No. 23-177)
8. Business Catalyst Additional Terms of Use (Contract No. 23-178)
9. InDesign Server Additional Terms of Use (Contract No. 23-179)
10. Software Additional Terms (Contract No. 23-180)
11. Teams and Enterprise Additional Terms (Contract No. 23-181)

On February 6, 2024 (Item No. 26), the Board approved Adobe Additional Stock Terms (Contract No. 24-126) with Adobe®, Inc., including nonstandard terms, superseding Adobe Stock Additional Terms (Contract. No. 23-177), for software licenses, support, and maintenance of Adobe® software products.

The Value Incentive Plan for LGA, including nonstandard terms, will be used to accompany future annual purchase orders to be approved, as necessary, per County Policy 11-04 Procurement of Goods, Supplies, Equipment and Services. HS is requesting the Board's approval for the Purchasing Agent to issue purchase orders for the purchase of Adobe® user licenses for Adobe Acrobat Pro Enterprise and Adobe Creative Cloud (All Apps) Pro Plus. Approval of this Recommendation is requested as the total amount of **\$272,802 is outside of the Purchasing Agent's annual authority, and therefore requires Board approval.**

PROCUREMENT

HS Information Technology and Support Division contacted a total of five Valued Added Resellers and received three quotes from resellers through the Value Incentive Plan:

Product(s) (for use from 2/3/25 – 2/2/26)	License Qty	Emgence	GST	Clarix
Adobe Acrobat Pro Enterprise	900	\$86,850	\$88,893.00	\$100,800
Adobe Creative Cloud (All Apps) Pro Plus	155	\$185,952	\$190,589.88	\$218,244
Total		\$272,802	\$279,482.88	\$319,044

Based on quotes received, Emgence is the lowest cost vendor and will be awarded the Purchase Order for Adobe® user licenses. The Purchasing Department supports this competitive procurement based on the informal quotes solicited for the services.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on December 18, 2024; County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on December 19, 2024; Purchasing (Jessica Barajas, Supervising Buyer, 387-2060) on December 19, 2024; Information Technology and Support Division (Marcella Ramirez, Departmental Information Systems Administrator, 386-3760) on December 19, 2024; Innovation and Technology Division (Lynn Fyhrlund, Chief Information Officer, 388-5555) on December 20, 2024; Finance, (John Hallen, Principal Administrative Analyst, 388-0278) on December 19, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 19, 2024.

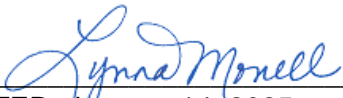
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: January 14, 2025



cc: File - Human Services Administration
CCM 01/23/2025