



**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	December 19, 2023
<b>TITLE</b>	Authorization to Execute a Contract with SHI, Inc. for Purchase of Adobe Software in the Amount of \$175,000
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	David Rusting, Chief Information Services Sabrina Landreth, General Manager
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors authorize execution of a contract with SHI, Inc. for the purchase of Adobe software for administration and digital signature related activities in the amount of \$175,000.

**BACKGROUND**

The Park District uses Adobe software products as part of conducting its business, including Creative Cloud (graphics generation), Acrobat Pro (for editing PDFs) and AdobeSign (for signing legal agreements, purchasing contracts, and internal approvals.) The Park District has used this software for several years and is expected to continue to use it for the foreseeable future.

Adobe software allows for the creation and management of graphic and design files, viewing and editing of Portable Document Format (PDF) files, and digital signatures of contracts. This software is used daily at the Park District.

Due to cost increases, and to avoid service interruption, and to avoid delays to administrative work, it is requested that a one-year contract be authorized.

Board authorization is necessary since the purchase amount exceeds \$50,000.

**ANALYSIS**

The Board could choose not to proceed with the purchase, but this is not recommended due to the significant impact to administrative work at the Park District as part of daily business operations.

**FISCAL IMPACT**

The purchase cost is estimated at \$175,000 for a one-year software subscription from August 22, 2024, to August 22, 2025. Budgeted funds are available in General Fund Account # 101-4150-000-6921 in the amount of \$175,000.

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2023-12-  
DECEMBER 19, 2023**

**AUTHORIZATION TO EXECUTE A CONTRACT WITH SHI, INC. FOR  
PURCHASE OF ADOBE SOFTWARE IN THE AMOUNT OF \$175,000**

**WHEREAS**, the East Bay Regional Park District (Park District) utilizes Adobe software to support Park District business and activities; and

**WHEREAS**, SHI, Inc. is the Park District's designated vendor for Adobe software; and

**WHEREAS**, staff plans to purchase Adobe as part of a one-year agreement in the 2024 budget; and

**WHEREAS**, all purchases in excess of \$50,000 require approval by the Board of Directors; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes the purchase of Adobe software from SHI Inc. for the estimated cost of \$175,000 to be funded from the Information Services Budget Account No. 101-4150-000-6921 as presented to the Board on December 19, 2023; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, *to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.*

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted December 19, 2023, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: