



Office of the City Manager

CONSENT CALENDAR
September 16, 2025

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Kevin Fong, Director, Information Technology
Subject: Purchase Orders: CDW-G for using Omnia Partners Cooperative Purchasing Agreement for Adobe Acrobat Pro Software

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to issue purchase orders with CDW Government LLC (“CDW-G”) for Adobe Acrobat Pro (“Adobe”) software, licensing and support, utilizing pricing established by Omnia Partners (“Omnia”) for a total not to exceed amount of \$281,400 from July 1, 2025 to June 30, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding in the amount of \$281,400 is available in the Fiscal Year 2026 and 2027 IT Cost Allocation (Fund 680). Spending for software and services in future years is subject to Council approval of the proposed citywide budget and annual appropriations ordinances.

Fiscal Year	Amount	Fund Source
FY 2026	\$134,000	IT Cost Allocation, Fund 680
FY 2027	\$147,400	IT Cost Allocation, Fund 680

CURRENT SITUATION AND ITS EFFECTS

Adobe is an essential tool for City operations, as it helps streamline document workflows, enhance security, and improve collaboration across teams. The City requires Adobe to support the creation, editing, signing, and secure sharing of official documents across all departments. Adobe is widely used for council reports, contracts, public records, and permit forms. Unlike the free Adobe Reader, Adobe Acrobat Pro provides advanced tools such as accessibility compliance, secure electronic signatures, and document protection, which are essential for City operations. Adobe has been a standard offering for at least 10 years.

Adobe ensures staff have consistent access to the same tools City-wide, improves efficiency by reducing reliance on paper-based processes, and strengthens compliance with accessibility and transparency standards thus supporting the City’s

Strategic Plan Priority to provide an efficient and financially healthy City government and to be a customer-focused organization that provides excellent, timely, easily accessible service and information to the community.

BACKGROUND

The City has relied on Adobe software for more than 10 years as a core productivity tool. Staff across multiple departments use Adobe Professional to prepare and manage essential government documents, including staff reports, financial records, permits, and legal agreements.

Key benefits of Adobe include:

- Editing and converting documents into accessible formats in compliance with state and federal requirements.
- Streamlining approval workflows through secure electronic signatures.
- Protecting sensitive information via redaction and encryption.
- Standardizing processes across departments, ensuring consistent document handling.

OMNIA Partners is the largest and most experienced group purchasing organization (“GPO”) in the United States, helping public agencies streamline their procurement processes and save money by leveraging the collective buying power of its members.

CDW-G is a supplier partner of OMNIA Partners. It has been awarded multiple competitively solicited and publicly awarded contracts through OMNIA Partners for providing information technology solutions, products, and services to local public sector governments.

The City will procure Adobe software licensing and support through this GPO partnership between CDW-G and Omnia. By leveraging this cooperative agreement, the City avoids the need for conducting a separate bid process while securing best-in-class pricing and compliance with procurement policies.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The use of Adobe will continue to reduce the City’s reliance on paper-based processes, decreasing paper usage and printing needs. This supports the City’s environmental goals by lowering waste and reducing the carbon footprint associated with paper and physical document handling.

RATIONALE FOR RECOMMENDATION

Adobe is an essential enterprise software tool that directly supports government transparency, compliance, and efficiency. Procuring licenses through the Omnia Partners agreement ensures best pricing, contract compliance, and consistency across all departments.

ALTERNATIVE ACTIONS CONSIDERED

There were no alternative actions considered as the City requires these critical services and applications to effectively communicate with the community and perform daily business.

CONTACT PERSON

Kevin Fong, Director, Information Technology, (510) 981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

AUTHORIZATION TO ISSUE PURCHASE ORDERS FOR ADOBE ACROBAT PRO (“ADOBE”) SOFTWARE LICENSING AND SUPPORT FROM CDW-G THROUGH THE OMNIA PARTNERS COOPERATIVE PURCHASING AGREEMENT

WHEREAS, the City of Berkeley requires Adobe software licensing and support to efficiently create, edit, sign, and securely share official documents across all departments; and

WHEREAS, Adobe is essential for the City’s daily operations, providing advanced tools for accessibility compliance, electronic signatures, document protection, and standardized digital workflows; and

WHEREAS, the City has utilized Adobe software for more than 10 years, and Adobe is widely used for council reports, contracts, public records, permit forms, and other essential government documents; and

WHEREAS, procuring enterprise-wide licenses ensures cost savings, consistent access to critical tools, and reduces inefficiencies compared to individual departmental purchases; and

WHEREAS, OMNIA Partners is the largest and most experienced group purchasing organization (“GPO”) in the United States helping public agencies streamline their procurement processes and save money by leveraging the collective buying power of its members; and

WHEREAS, CDW-G is a supplier partner of OMNIA Partners and has been awarded multiple competitively solicited and publicly awarded contracts through OMNIA Partners for providing information technology solutions, products, and services to local public sector governments; and

WHEREAS, funding in the amount of \$281,400 is available in the Department of Information Technology’s Fiscal Year (FY) 2026 and 2027 IT Cost Allocation (Fund 680) and spending for software and services in future years is subject to Council approval of the proposed citywide budget and annual appropriations ordinances; and

WHEREAS, Adobe advances the City’s Strategic Plan Priority to provide an efficient and financially healthy City government and to be a customer-focused organization that provides excellent, timely, easily accessible service and information to the community.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager, or designee, is hereby authorized to issue purchase orders with CDW-G for Adobe software, licensing and support, utilizing pricing established by the

Omnia Partners cooperative purchasing agreement for a total not to exceed amount of \$281,400 from July 1, 2025 to June 30, 2027.

