

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ARI PIOTRKOWSKI, DEPUTY DIRECTOR, INFORMATION
TECHNOLOGY DEPARTMENT
SUBJECT: ADOBE SIGN AND ADOBE ACROBAT PRO THREE-YEAR RENEWAL
PURCHASE ORDER

AGENDA ACTION: MOTION

RECOMMENDATION

The Information Technology Department recommends that the Council, by motion, approve issuance of a Purchase Order for a 3-year renewal of AdobeSign and Adobe Acrobat Pro, with vCloud Tech Inc., Rolling Hills Estates, California, in the total amount of \$233,201.16. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The purpose of the proposed action is to approve the renewal of a three-year contract for Adobe Sign and Acrobat Pro, ensuring continued access to essential digital document management and electronic signature services for City departments. This renewal supports efficient workflows, enhances secure document processing, and aligns with the City's commitment to modernizing operations through reliable technology solutions. The contract renewal will help maintain compliance with internal and external requirements while supporting seamless collaboration across City functions.

GOAL

This item relates to Council Goal #2 - Invest in the Development and Maintenance of the City's Infrastructure by providing City departments with reliable digital document management and electronic signature tools that streamline operations, enhance document security and accessibility, and support the modernization of the City's infrastructure.

BACKGROUND/PRIOR COUNCIL REVIEW

Since its initial implementation in 2019, the City has utilized Adobe Sign to streamline the digital signature process for a wide range of internal and external documents, significantly reducing turnaround times and enhancing the security of approvals. The City first entered into a three-year contract for Adobe Sign in 2019, which established the foundation for digital signature adoption. In 2022/2023, the City executed a one-year contract to ensure uninterrupted service, followed by another three-year contract in 2023 to continue supporting digital document management needs. In each of these prior years, the total dollar amounts remained below the

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threshold that would require City Council approval, allowing for the City's Purchasing Agent to execute these agreements.

Adobe Acrobat Pro is desktop software used to work with PDF documents and has been in continuous use within the City for over 20 years. Adobe Acrobat Pro remains integral to City operations, enabling staff to efficiently create, edit, and manage PDF documents, which are essential for recordkeeping, reporting, and collaboration across departments and with the public. Further, Adobe Acrobat Pro supports all lawfully required document accessibility features to ensure the City remains compliant with the Americans with Disabilities Act (ADA) Title II, Section 508 of the Rehabilitation Act, and Web Content Accessibility Guidelines (WCAG 2.0 A/AA) requirements when working with PDF files.

The continued use of Adobe Sign and Acrobat Pro directly supports the IT Department's strategic plan across multiple goals and strategies including Digital Services, Security, Hybrid Services, Support and Maintenance, and People and Processes. By leveraging these solutions, the City advances its goals of adopting reliable and accessible technology, safeguarding sensitive information, and promoting seamless digital workflows for all departments. This alignment ensures that technological investments are purposeful and contribute to long-term organizational resilience and service excellence.

ANALYSIS

Purchasing received purchasing request R170910 for the purchase of Adobe Sign and Adobe Acrobat Pro licenses.

- On December 30, 2025, RFQ #25-95 was opened by the Buyer.
- Of the eighteen (18) prospective bidders, fifteen (15) were received and deemed responsive.
- vCloud Tech Inc. was the lowest responsive bidder.

FISCAL IMPACT

The contract total in the amount of \$233,201.16 will be paid in annual installments over the next three years through the IT Cost Allocation Plan. The first year has already been included in the approved Fiscal Year 2025-2026 Information Technology budget. Subsequent payments will be incorporated accordingly within the proposed Information Technology budget for Fiscal Years 2026-2027 and 2027-2028. Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

Not applicable.

PRESENTER(S)

Ari Piotrkowski, IT Deputy Director