

October 20, 2022

23-064

AUTHORIZATION TO CONTRACT WITH CARAHSOFT
INC. FOR AODOCS SOFTWARE

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement and Contract Services

FINANCIAL
RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Michael Northover, CIO, Information Technology
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Workforce: Respond to community and workforce needs
by developing a culture of agility; Enterprise: Cultivate a
long-term sustainable college enterprise

REPORT: AO Docs supplements our existing Google Drive and
adds Workflow (business process management) platform
for cross-silo continual improvement and learning
organization development.

This software is used across many areas of the college
including Accounts Payable, HR, and the Foundation.

Portland Community College Public Contracting rules
(CCR.205) allow the College to purchase from a properly
solicited cooperative contract. State of Oregon Contract
Number: 9412 NASPO Master Contract Number:
AR2472

The cost for year 1 will be \$159,746.9, year 2
\$159,746.90, and year 3 is \$159,746.90. The total cost
over three (3) years will be \$479,240.70

Carahsoft is not registered as a COBID-certified firm.

RECOMMENDATION: The Portland Community College Board of Directors
authorizes the College to enter into a contract with
Carasoft Inc. for a term of three (3) years at a total cost of
\$479,240.70.