

July 17, 2026

27-008

AUTHORIZATION TO CONTRACT WITH CARAHSOFT INC.
FOR AODOCS SOFTWARE

PREPARED BY: Mike Mathews, Executive Director, Strategic Procurement & Contracting

FINANCIAL
RESPONSIBILITY: Brandon Gatke, Chief Information Officer, Information Technology

APPROVED BY: Dr. Katy Ho., Acting President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness; Community Engagement: Workforce, Education, and Industry Alignment

REPORT: AODOcs is a cloud-based document management and workflow platform built on top of Google Drive/Google Workspace, used for controlled document storage, version control, approvals, and records retention. 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 Cooperative Contract Number: AR2472

The cost for year 1 will be \$198,404.31, year 2 \$198,404.31, and year 3 is \$198,404.31.

The total cost over three (3) years will be \$595,212.93

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 \$595,212.93