



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Pete Routledge, Director of Information Technology Services

**DATE:** November 17, 2025

**REPORT NO.:** CS-2025-025

**SUBJECT:** Awards of Adobe Software Subscription

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### RECOMMENDATION:

THAT Report No. CS-2025-025, dated November 17, 2025, regarding the Awards of Adobe Software Subscription for the Town of Halton Hills be received;

AND FURTHER THAT CDW Canada Corp be awarded a single source contract for the provision of Adobe Software Subscription for a total amount of \$136,585.11 plus applicable taxes for three (3) year;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders for the above;

AND FURTHER THAT That Council authorizes the Mayor and Clerk to execute the necessary contract documents.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Adobe products were previously billed monthly, but after a tender received no bids, the Town formed a direct partnership with CDW to cap subscription costs for three years.
- In early 2024, ITS evaluated Adobe licenses and transitioned half of users to KOFAX.

- Monthly Adobe fees were consolidated into a three-year annual agreement, streamlining operations and establishing a lasting arrangement with Adobe and CDW.
- Tender No. 2025-066-T for Adobe products and services was posted publicly but closed with no bids received.
- Under CETA Article 19.12.a., the Town is permitted to single source a vendor following an unsuccessful competitive process, allowing direct engagement to meet tender requirements.

### **BACKGROUND AND DISCUSSION:**

Adobe products were once billed monthly through Adobe, but after a tender offer received no bids, a direct partnership was formed with CDW to cap subscription fees for three years.

In early 2024, ITS reviewed the Adobe licensing model to assess potential overprovisioning of design applications. This led to transitioning half of users to a comparable KOFAX solution, which provided significant year-two savings due to a one-time fee rather than ongoing subscriptions.

As a result, monthly fees have been consolidated into a three-year annual agreement, optimizing operations and establishing a long-term arrangement with Adobe and CDW.

Staff issued Tender No. 2025-066-T for the Supply of Adobe Products and Services on May 23, 2025. The opportunity was publicly posted on the Town's Bids and Tenders website. The Tender closed on June 6, 2025. No bids were received by the closing date.

In accordance with the Town's Purchasing By-law, which requires compliance with applicable trade agreements, including the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA). Under CETA Article 19.12. a., it allows for single sourcing when a competitive process has been conducted and no submissions are received. As such, the Town may engage a vendor directly to meet the requirements outlined in the original tender.

### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

Staff from Purchasing and Finance were consulted on this report.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

The annual cost of \$45,528 plus \$801 non-recoverable HST at 1.76% can be fully funded within the approved operating budget.

Reviewed and approved by,

Jonna Ison, Director of Human Resources and Acting Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer