



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please indicate: ☐ Visa Purchase ☒ Purchase Order

☒ Single Purchase (For current FY) ☐ Blanket Purchase (Ongoing purchases for current FY) ☐ Change Order ☐ Amendment

DEPARTMENT/DIVISION Police

NAME OF REQUESTOR Rachel Birkett

Sections 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

A. Please describe all products and/or services to be procured under this exemption:

Agenda Item: 19-1071

Agenda Date: 10-08-2019

1 year of Policy module maintenance and 1 year of licenses

B. Vendor Information

Vendor Name: PowerDMS, Inc.

Vendor Number: 6639

Address: 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Contact: Nikolai Zavas Phone: 1-800-749-5104 Email: receivables@powerdms.com

C. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:
(If additional space is needed, please attached separate memo)

This is an all-inclusive solution for the electronic maintenance and administration of policies, certifications, and other document based elements. This software is currently used by the North Port Police Department.



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What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, do not leave blank):

Previous research was done when implementing the PowerDMS program, which houses all of our SOP's, certifications, and other documents.

Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, do not leave blank):

n/a

- D. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

- ☒ Patent, copyright or unique design restrictions (*Sole Source*) *Attach verification from Manufacturer*
- ☒ Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (*Sole Source*) *Attach verification from Manufacturer*
- ☐ Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (*Sole Source*) *Attach verification from Manufacturer*
- ☐ Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction (*Single Source*) *Attach verification from Manufacturer*



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- ☐ When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a product(s), which is available from only one source. Testing must be performed as often as practical (*Single Source*)
Attach verification from Manufacturer
- ☐ Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (*Single Source*) *Attach verification from Manufacturer*
- ☒ The part(s)/equipment are required to permit standardization (*Standardization*)
Must provide justification. For brand-specific items, quotes should still be obtained
- ☐ Other: None or some of the above apply. *Detailed explanation and justification for this sole/single source request must be attached to this form*

9-18-19
Vendor
Docs
Expired
(C)

Vendor Tracking:

☐ Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 3,452.10

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 3,452.10

(For Purchasing Division)

Verified By: Cucchi Dates Posted: n/a

Sole/Single Source Number: Standardization Eff. Date: _____ Exp. Date: _____



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PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ 3,452.10

Please provide the estimated fiscal year expenditure for this product or service: \$ 3,452.10

Account # 001-2100-521-46-01	Project #	Subtotal \$ 1,101.31
Account # 001-2100-521-49-14	Project #	Subtotal \$ 2,350.79
Account #	Project #	Subtotal \$
Account #	Project #	Subtotal \$

Description	Unit	Qty	Unit Price	Total
1 year policy module maintenance	each	1	1,101.31	\$ 1,101.31
1 year licenses	each	169		\$ 2,350.79
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Shipping (FOB Destination)				\$ 0.00
				\$ 3,452.10

Requesting Department Director: A. R. G. [Signature] Date: 9-18-19

Budget Administrator: [Signature] Date: 9/19/19

Purchasing: [Signature] Date: 9/20/19

Finance Director (If applicable): [Signature] Date: 9/20/19

Assistant City Manager (If applicable): _____ Date: _____

City Manager (If applicable): _____ Date: _____

Commission Meeting Date (if applicable): 10-8-19

Re: Sole Source Letter

To Whom It May Concern:


PowerDMS serves over 3,000 customers in the fields of law enforcement, fire, corrections, health care and elsewhere. This letter confirms that PowerDMS is the only cloud-based software as a service ("SaaS") platform that combines document management, training management and accreditation management, and electronically links that content to alert users whenever a change may impact compliance. Other capabilities, including side-by-side comparison and Public Facing Document functionality are unique to PowerDMS and empower customer organizations to reduce risk, increase efficiency, and drive accountability by simplifying how they manage their most crucial content.

This letter also confirms that PowerDMS is the exclusive software option for demonstrating compliance with the accreditation standards for the following entities:

- Commission on Accreditation for Law Enforcement Agencies
- Accreditation Association for Ambulatory Health Care
- Commission for Florida Law Enforcement Accreditation
- South Carolina Law Enforcement Accreditation
- Maine Law Enforcement Accreditation Program
- Illinois Law Enforcement Accreditation Program
- Pennsylvania Law Enforcement Accreditation Program
- New Jersey Law Enforcement Accreditation Program
- Tennessee Law Enforcement Accreditation Program
- New Mexico Municipal League Accreditation Programs

No software other than PowerDMS is authorized by these accrediting bodies as a means to achieve or prove compliance or attain accreditation.

Sincerely,



Scott Shapiro
SVP, Sales

PowerDMS
www.powerdms.com
800.749.5104
101 S. Garland Ave, Ste 300
Orlando, FL 32801

PowerDMS

Document Management Simplified

101 S. Garland Ave, Ste 300
Orlando, FL 32801
P: 1.800.749.5104
F: 407.210.0113
Receivables@powerdms.com
EIN: 59-3668885

INVOICE

Invoice No.: 29925
Invoice Date: 08/27/2019
Due Date: 10/26/2019
Payment Terms: Net 60

Purchase Order No.:
Customer No.: A-2868

Billing Information

North Port Police Department (FL)
Accounts Payable 4980 City Hall Blvd.
North Port, FL 34286

Prepared for

North Port Police Department (FL)
Accounts Payable
4980 City Hall Blvd.
North Port, FL 34286

tjacobs@northportpd.com
(941) 429-7935

Product	Description	Start Date	End Date	Qty	Total Price
HPOL0001	HPOL	10/26/2019	10/25/2020	1	\$1,101.31
HPOL0002	HPOL-LIC	10/26/2019	10/25/2020	169	\$2,350.79

SUBTOTAL	\$3,452.10
Sales Tax	\$0.00
TOTAL	\$3,452.10
Payments/Credits	\$0.00
Balance Due	\$3,452.10

Questions or concerns regarding this invoice? Please contact receivables@powerdms.com or call (800) 749-5104.

Need a W-9? Click here on the electronic version of this invoice: [PowerDMS W-9 PDF](#)

Please remit checks to:

PowerDMS, Inc.
101 S. Garland Ave, Ste 300
Orlando, FL 32801

Please remit electronic payments to:

PNC Bank
East Brunswick, NJ 08816

Routing #: 031207607
Account #: 8026392336

Scrutinized Company Certification Form

Company Name: <u>PowerDMS, Inc.</u>			
Authorized Representative Name and Title: <u>Ben Davis, CFO</u>			
Address: <u>101 S. Garland Ave. Ste 300</u>	City: <u>Orlando</u>	State: <u>FL</u>	ZIP: <u>32801</u>
Phone Number: <u>800-749-5104</u>	Email Address: <u>legal@powerdms.com</u>		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- ☒ This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.
- ☐ This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Ben Davis, CFO

Date Certified: 9-16-19

Solicitation/Contract/PO Number (Completed by Purchasing): _____

