



## Legislation Text

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**File #:** 18-068, **Version:** 1

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**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Peter D. Lear, CPA, CGMA, City Manager

**TITLE:** A Single-source procurement of Power DMS for Fire Rescue's document management system at a cost of \$9,147.75. The Fiscal Year 2018 adopted budget provides a budget of \$9,360.00 for this purchase.

### **Recommended Action**

Approve the single-source procurement of PowerDMS for Fire Rescue's document management system at a cost of \$9,147.75. The Fiscal Year 2018 adopted budget provides a budget of \$9,360.00 for this purchase.

### **Background Information**

In the Fire Rescue approved FY 2017-18 budget, \$9,360.00 is allocated to a new document management system (SLA18-2254 and SLA 18-2204). Fire Rescue is exploring the prospect of having the department accredited by the Commission on Fire Accreditation International, which is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal departmental performance for benchmarking to industry best practices. This process leads to greater transparency, improved service delivery and administrative oversight. To manage the volumes of documents required for current and future successes, Fire Rescue is proposing the acquisition of "PowerDMS," an internet-based document management system currently in-use by the North Port Police Department for their accreditation purposes. The Police Department has been using this system for many years for the exact purposes that Fire Rescue will engage. This program will also aid Fire Rescue with records storage, records review, access and retention.

Funds have been allocated for consultant time for set-up and loading of documents in the implementation phase, training and hosted annual subscription fee. Annual recurring costs are estimated at \$2,500.00.

The City Attorney has reviewed and approved the contract as to form and content.

### **Strategic Plan**

Financially Responsible City Providing Quality Municipal Services

### **Financial Impact**

Operational Expenses are authorized in the FY 2017-18 budget for the purchase of Power DMS in the amount of \$9,360.00 as follows:

001-2222-526.31-05	\$3,380.00
001-2222-526-49.14	\$1,300.00
110-2222-522-31.05	\$3,380.00
110-2222-522-49.14	\$1,300.00

### **Procurement**

Procurement will be made as a sole-source. Sole Source Procurements are permitted per Section 2-407 of the City

Procurement Code.

**Attachments:**

1. PowerDMS Agreement
2. PowerDMS Exhibit A
3. PowerDMS Sole Single Source Form
4. PowerDMS Single Source Letter
5. Florida Division of Corporations

**Prepared by:** Richard Berman

**Department Director:** Scott Titus