



Legislation Text

File #: 19-1071, **Version:** 1

TO: Honorable Mayor & Members of the North Port Commission

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

TITLE: Approve the First Amended Software as a Service Agreement between PowerDMS, Inc. and The City of North Port for a total estimated cost of \$3,452.10.

Recommended Action

Approve the First Amended Software as a Service Agreement between PowerDMS Inc. and The City of North Port for a total estimated cost of \$3,452.10.

Background Information

PowerDMS is an internet-based document management system which the North Port Police Department has been utilizing since 2006 for written directives and accreditation purposes. This software aids with document storage, review, access, retention and archival. PowerDMS policy and procedure management condenses cabinets full of paper into a single, searchable online source that automatically disseminates, collects signatures on, and tracks your organization's important policies and procedures.

PowerDMS is requesting the City to execute a service agreement prior to renewing the existing, or adding additional, user licenses. The 2019-2020 renewal amount is estimated at \$3,452.10 and payable by October 26, 2019.

In 2018 the North Port Fire Recue started using PowerDMS based on the success had by the Police Department. On March 06, 2018, the City and PowerDMS entered into an agreement to provide subscriber licenses to North Port Fire Rescue. Because the terms of the Fire Rescue Agreement and the terms of the Agreement for the Police Department would have been identical, PowerDMS agreed to amend the existing Agreement with the Fire Department to include the Police Department's service order as Exhibit "B" to the Agreement. This Amended Agreement will not impact the licenses provided to Fire Rescue and either service order can be terminated independently without effecting the other.

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

Strategic Plan

Maintain the adopted level of health and public safety services.

Financial Impact

\$1,101.31 for policy module maintenance will come from account 001-2100-521-46-01

\$2,350.79 for software licenses will come from account 001-2100-521-49-14

Procurement

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

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

Attachments:

1. PowerDMS First Amended Software as a Service Agreement
2. PowerDMS Sole Source Procurement Form
3. PowerDMS Sole Source Letter
4. Florida Division of Corporations

Prepared by: Tammie Jacobs, Accreditation Administrator

Department Director: Todd R. Garrison, Chief of Police