



Department Source: Police

To: City Council

From: City Manager & Staff

Council Meeting Date: March 6, 2023

Re: Services Agreement – PowerDMS: CALEA software annual maintenance and subscription fees

Executive Summary

Staff has prepared for Council consideration a resolution authorizing the City Manager to sign a services agreement with PowerDMS for CALEA software annual maintenance and subscription fees.

Discussion

PowerDMS was purchased in 2012 with Council approval to consolidate all departmental directives (policy, procedural orders and other written directives) into one location for easy access and reference, while also coordinating and tracking all training electronically. PowerDMS is the digital source for CALEA's Accreditation Standards Manual and allows for a paperless method for tracking proofs and maintaining information for assessments and reviews.

The annual maintenance and subscription fees have been paid yearly since the initial software purchase in 2012 by utilizing a sole-source (no other vendor to buy PowerDMS subscription/maintenance from) and beginning in 2019, also a yearly review of terms and conditions by the City's legal department. For the 2023 renewal, both the legal department and the purchasing agent have requested that the software services agreement be brought to City Council for approval so the services agreement can last for more years than the purchasing agent authority allows, resulting in no longer requiring the yearly legal review and sole-source process to renew the subscription.

Fiscal Impact

Short-Term Impact: There is no additional fiscal impact with approving the services agreement; the yearly renewal cost is a line item within the Police Operating core budget.
Long-Term Impact: No additional costs for years beyond two.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
12/17/12	B355-12: Appropriating funds for the purchase of PowerDMS

Suggested Council Action

Should council agree, we recommend passing the resolution authorizing the City Manager to sign a services agreement with PowerDMS for CALEA software annual maintenance and subscription fees.