SINGLE SOURCE AWARD **BID # SS-11042-21**

Subject: 2022 ANNUAL FEES FOR PowerDMS PROFESSIONAL LICENSES SDMS-AS

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval of single source award to PowerDMS, Inc., for the 2022 Annual Fees for 4,000 SDMS-AS Professional Licenses for the Jacksonville Sheriff's Office. Period of service is October 28, 2021 through October 27, 2022. Total not-to-exceed expenditure is $68,840.35.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 and processed by Purchase Order

Single Source Award To: PowerDMS, Inc.

Price Justification: See attachment

Total Award: $68,840.35 **Requisition #:** PSSS-502846-21

Attachments: Single Source Memo/Form, Vendor Letter and Quote

Certification as to Single Source: Derrick Lewis, Director of Police Services

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Sheriff's Office

MIKE WILLIAMS, SHERIFF

Serve • Protect • Community

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Larry Schmitt
Director of Personnel & Professional Standards

Subject: Request for Single Source Award - PowerDMS

Date: August 9, 2021

We are requesting approval for a single source award with PowerDMS, Inc., for PowerDMS Professional Licenses SDMS-AS for the period from October 28, 2021 through October 27, 2022. The not to exceed expenditure amount is $68,840.35 from account code 00111.552104.546620.000000.00000000. Attached is the single source form, single source memo and the quote and letter from the vendor.

Please let me know if you need any additional information.

PowerDMS

Date: 08/03/2021

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:

- Arkansas Law Enforcement Accreditation Program
- 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 Program
- Arizona Law Enforcement Accreditation Program

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

PowerDMS, Inc. does not grant any third party or any PowerDMS affiliate the right to distribute or resell the PowerDMS suite or any similar or competing product. Additionally, PowerDMS remains the only source from which PowerDMS professional services may be purchased.

Sincerely,

Scott Shapiro
Chief Revenue Officer

PowerDMS
www.powerdms.com
800 749.5104
101 S. Garland Ave, Ste 300
Orlando, FL 32801

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Annual Fees for 4000 Licenses for PowerDMS Suite

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

PowerDMS is the only means of receiving our accreditation standards electronically for CALEA (Commission on Accrediation for Law Enforcement Agencies) CFA (Commission for Florida Law Enforcement Accreditation) and FCAC (Florida Corrections Accreditation Commission)

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

We have researched and PowerDMS is the only vendor who provides the annual license for their product.

PowerDMS t 800.749.5104 f 407.210.0113 www.powerdms.com 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Service Order

Contract Details

Account Number: A-2965
Customer: Jacksonville Sheriff's Office (FL)
Sales Rep: Salesforce Administrator

Order Details

Order #: Q-141341
Order Date: 10/28/2021
Valid Until: 10/28/2021
Subscription Start Date: 10/28/2021
Subscription Term (months): 12

Customer Contact

Billing Contact: Jacksonville Sheriff's Office (FL)
Deidra Baines
Address: Jacksonville Sheriff's Office
117 W. Duval St
Ste 375
Jacksonville, FL 32202

Billing Contact Email: deidra.baines@jaxsheriff.org
Phone: 904-630-5970
Fax:

Payment Terms

Payment Term: Net 60
PO Number:

Notes: updated product codes - 4000-4099 user tier

Subscription Service

Item	Type	Start Date	End Date	Qty	Total
PowerDMS Professional	Recurring	10/28/2021	10/27/2022	4,000	$68,840.35
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.					
Legacy Training Included	Recurring	10/28/2021	10/27/2022	4,000	$0.00
A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerDMS Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. This is granted to legacy customers.					
				TOTAL:	$68,840.35

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are due upon the Invoice due date. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in a written agreement between PowerDMS and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: http://www.powerdms.com/terms-and-conditions/. The Effective Date (as defined in the terms and conditions) shall be the subscription start date.

Accepted and Agreed By Authorized Representative of:
Jacksonville Sheriff's Office (FL)

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: ISM/JSO (Work Unit) | Compliance (Division) | Administration (Dept.)

Requestor: Diana Wendland (Name) | ID # | 630-2254 (Phone) | 8/9/2021 (Date)

Deliver To Location: 501 W. Adams Street, Jacksonville, FL 32202

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	2022 Annual PowerDMS Licenses SDMS-AS Professional		1	########	$ 68,840.35
2	for the period from October 28, 2021 through October 27, 2022			17-21	
3	Quantity of 4000 licenses				
4					
5					
6					
7					
8	Prior PO# 610245-20				
9	Prior WO# 303464				
10					
11					
12	WO# 321916				
13					
14	Deliver to ISM				
15	Userd by Entire Agency - Primary contact is Diana Wendland.				
				TOTAL REQUEST	$ 68,840.35

Suggested Vendor: PowerDMS | Vendor Phone: Bryan Giguere

Vendor Address / E-mail: Vendor #00012538

- ☐ Proprietary
- ☑ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
- ☐ Loan Pool / Banking Fund
- ☐ Grant *
- ☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

Justification / Repetitive Request Authorization / Notes:

2022 Annual Single Source Award for 4000 PowerDMS Professional Licenses for the period of October 28, 2021 through October 27, 2022. Diana Wendland is primary contact.

Approvals:

1. Signature | ID # 6521 | Date 08-10-21
2. Signature Chief Allison O'Neal | ID # 7612 | Date 8-10-21
3. Signature | ID # 7453 | Date 8-10-21
4. Signature | ID # | Date

Required approval level (per General Order 54):

$0	to	$2,500	- Assistant Chief or higher
$2,501	to	$5,000	- Chief or higher
$5,001	or	more	- Director or higher

Budget Office Use Only
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Analyst | Date