


COUNCIL COMMUNICATION

	Number:	24-038	Meeting:	February 5, 2024
	Agenda Item:	28	Roll Call:	24-0192
	Submitted by:	Dana Wingert, Chief of Police		

AGENDA HEADING:

Requesting approval to amend the City of Des Moines Software Hosting Service Agreement with software license between the City Manager and PowerDMS Inc. (2120 Park Place, Suite 100, El Segundo, CA 90245, David DiGiacomo, CEO).

SYNOPSIS:

The Police Department recommends the approval to amend the software hosting services agreement and renew the software licenses purchased through PowerDMS, Inc. The software provides a departmental policy, procedures, and compliance management platform that allows employees access to review documents and acknowledge changes through a secure cloud-based resource.

The amendment includes a three (3)-year term beginning February 2024 and concluding February 2027. The amendment also includes language for additional renewals that includes two (2) additional, three (3)-year terms.

FISCAL IMPACT:

Amount: \$38,731.68

Funding Source: Fiscal Year (FY) 2024 Adopted Operating Budget, Page 202

ADDITIONAL INFORMATION:

The PowerDMS program is a cloud-based policy management software that is widely used by agencies with regulatory requirements. The program allows the Police Department to electronically store, update, distribute, and record employee verification of departmental policies, procedures, and training. The program is accessible on departmental workstations and mobile computers with users only able to view the current, most up-to-date, policy, procedure, or training to reduce confusion from prior practices. Previous versions of the document are archived within the system for historical reference. When a policy or procedure is updated in the program, a notification e-mail is sent to each employee advising them that there is a document that requires their review and signed acceptance.

PowerDMS provides the user with an index for quick reference and the ability to search and print if needed. The program also collects data related to how many employees have reviewed and accepted the new policy, procedure, or training. The information will support the department's pursuit of accreditation, keep employees informed, and reduce the risk of miscommunication.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

The software requires an annual license renewal.

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