

Date October 20, 2025

**RESOLUTION APPROVING PROCUREMENT OF DES MOINES FIRE DEPARTMENT
RECORDS MANAGEMENT SERVICES, APPROVING USE OF NASPO VALUE POINT
CONTRACT #AR2472 AND STATE OF IOWA PARTICIPATING ADDENDUM #2024-BUS-
0226, AND AUTHORIZING NEGOTIATION AND EXECUTION OF
SUPPLEMENTAL AGREEMENT**

WHEREAS, the Des Moines Fire Department has requested the Finance Department, Procurement Division to procure Records Management Services (RMS) and related annual maintenance for a five-year period, licensing, implementation and training services (“initial RMS services”), and additional related services on an optional basis (“optional RMS services”); and

WHEREAS, the Procurement Administrator has determined that the requested initial RMS services and optional RMS services have been competitively bid and are available from Carahsoft Technology Corporation, 11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190, through its reseller Locality Media, Inc. doing business as First Due, 107 7th Street, Garden City, NY 11530, using the NASPO ValuePoint Master Agreement #AR2472 cooperative purchasing contract and related State of Iowa Participating Addendum #2024-BUS-0226; and

WHEREAS, Des Moines Municipal Code Section 2-726(b)(20) provides for the procurement of goods or services from contracts that have been competitively established through cooperative group contracting consortiums for State government departments, institutions, agencies and political subdivisions, such as NASPO ValuePoint Master Agreement #AR2472, without conforming to the competitive bidding requirements of the Procurement Ordinance; and

WHEREAS, the initial RMS services will be purchased in the total amount not to exceed \$290,974.73, and optional services may be purchased at the City’s discretion in a total amount not to exceed \$1,121,083.99, subject to funding availability and determination of need by the Fire Department; and

WHEREAS, funding for said purchase is available from FD102000 (FD Technical Services) and FD105000 (FD EMS) 525195 (Software Licenses); and

WHEREAS, said procurement will require a Short Form Agreement between the City and Carahsoft Technology Corporation and/or Locality Media Inc. d/b/a First Due to supplement NASPO ValuePoint Master Agreement #AR2472 and State of Iowa Participating Addendum #2024-BUS-0226 with terms specific to the City’s procurement, with said agreement to be negotiated by the City’s Finance and Fire Departments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa that:

1. The purchase of Records Management Services (RMS) and related annual maintenance for a five-year period, licensing, implementation and training services, and additional related services on an optional basis, at a total amount not to exceed \$290,974.73 for the initial RMS services and a total amount not to exceed \$1,121,083.99 for the optional services, and per the general terms of NASPO ValuePoint Master Agreement #AR2472 with Carahsoft Technology Corporation and through its reseller Locality Media



Roll Call Number

Agenda Item Number

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Inc. d/b/a First Due and related State of Iowa Participating Addendum #2024-BUS-0226, is hereby approved.

2. To the extent determined necessary by the Legal Department and the Finance Department, the Finance and Fire Departments are hereby authorized and directed to proceed with negotiation of a Short Form Agreement or similar agreement between the City and Carahsoft Technology Corporation and/or its reseller Locality Media Inc. d/b/a First Due, supplementing NASPO ValuePoint Master Agreement #AR2472 and State of Iowa Participating Addendum #2024-BUS-0226, and the City Manager is authorized and directed to execute said Agreement on behalf of the City following approval as to form by the Legal Department.
3. The City Manager is authorized to consider and approve the procurement of any or all of the optional RMS services, following demonstration of need from the Fire Department, approval as to form on any related agreement documents by the Legal Department, and subject to funding availability at the time of purchase.

(Council Communication No. 25- _____)

Moved by _____ to adopt.

Second by _____.

APPROVED AS TO FORM:

/s/ Glenna K. Frank

Glenna K. Frank, Deputy City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN				
COLEMAN				
GATTO				
MANDELBAUM				
SIMONSON				
VOSS				
WESTERGAARD				
TOTAL				
MOTION CARRIED		APPROVED		
				Mayor

CERTIFICATE

I, LAURA BAUMGARTNER, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

_____ City Clerk