



AGENDA REPORT

Police Department

DATE:	July 26, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Louie Tirona, Acting Chief of Police
Subject:	Five-Year Contract with NEOGOV to Provide Police Department Services.
FINANCIAL IMPACT:	The total five-year contract amount of \$100,000 includes an approximate \$8,000 contingency. \$17,450 is estimated for the first year of the contract and is included in the approved Police Department budget for fiscal year 2022-2023. Subsequent fiscal years will be budgeted for appropriately (01191021-400209).
PREVIOUS COUNCIL ACTION:	November 13, 2012 – a 3-year, \$22,702.30 contract with PowerDMS (now a subsidiary of NeoGov) went to City Council, but since then, the annual contract amount has been under \$10k per fiscal year and approved via a short form contract.
STATEMENT OF THE ISSUE:	The Police Department is seeking approval for a five-year contract with NEOGOV to provide automated Customer Notification (subscription) and informational services for citizens and to provide Online Training and Policy Management for Police Department's Personnel and Training Unit.

RECOMMENDED ACTION:	APPROVE a five-year, sole source contract with NEOGOV to provide automated Customer Notification (subscription) and informational services for citizens, and to provide Online Training and Policy Management for the Police Department's Personnel and Training Unit, in an amount not to exceed \$100,000, with a term from July 1, 2022 through June 30, 2027 – Police Department (Louie Tirona 621-1802).
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DISCUSSION:

Starting in 2012, the City contracted with PowerDMS to provide police policy management software services. PowerDMS stores and keeps the data on their servers reducing the data storage required by PD servers. The services make it easy to track required officer training and testing. Continuing the use of PowerDMS services will allow City staff to review data going back to the inception date of the original contract, build upon the data already saved, and access historical data for tracking and compliance audits. In December 2020, PowerDMS was purchased by NEOGOV.

Following best practices set forth by Purchasing, the police department issued a Request for Proposals (RFP) in November of 2021 to seek bids regarding community surveys and notification services. Of the 509 notified vendors, two (2) vendors responded with bids - SpidrTech and Cuehit. Using a rating matrix, Cuehit scored a total of 265 points compared to SpidrTech's 230 points. During the review process, the police department found that Cuehit is able to provide the same services (e.g., community survey and notification services) that we had received up until June 30, 2022, but with an estimated \$170,000 cost savings over the five-year contract term.

After choosing Cuehit, Cuehit was acquired by NEOGOV. Since NEOGOV also purchased PowerDMS, we can now contract with NEOGOV for both services and consolidate the two contracts into one.

DOCUMENTS ATTACHED:

- Attachment 1 – NEOGOV Standard Contract
- Attachment 2 – PowerDMS Pricing
- Attachment 3 – CueHit Pricing
- Attachment 4 – Sole Source Justification_PowerDMS
- Attachment 5 – RFP Package_CueHit
- Attachment 6 – Certificate of Insurance