

**CITY OF WAUKESHA****Administration**

201 Delafield Street, Waukesha, WI 53188  
Tel: 262.524.3701 fax: 262.524.3899  
www.ci.waukesha.wi.us

<b>Committee:</b> Parks, Recreation and Forestry	<b>Date:</b> 03/16/2020
<b>Common Council Item Number: ID#20-0421</b>	<b>Common Council Meeting Date:</b> 4/9/2020
<b>Submitted By:</b> Ron Grall WPRF Director /Mona Bauer, CASM	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator KL
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney BR
<b>Subject:</b> To Approve proposed Power DMS Software Contract	

**Details:**  
This software is to assist in managing documentation needed for CAPRA Certification. Power DMS has worked directly with the National Recreation and Park Association and the database is tied directly to the newest CAPRA requirements. Customers have reported that this software has saved their team valuable time in updating and accessing the documents not only for CAPRA, but for regular operations as well. Please note that the contract has been reviewed by the City Attorney.

**Options & Alternatives:**  
There is other document management software available, but it is not tied to our Accreditation Process. That is what makes this software not only unique, but valuable as well.

**Financial Remarks:** The money has been budgeted and approved for 2020 in 5510.53220 Administration Subscriptions.

**Executive Recommendation:** Recommend approval of the contract between the City of Waukesha and Power DMS and authorize the Mayor to enter into this contract.





**Contract Details** **Order Details**

**Account Number:** A-28421  
**Customer:** City of Waukesha Parks Rec & Forestry Department (WI)  
**Sales Rep:** Taylor Rapp

**Order #:** Q-74962  
**Order Date:** 2/1/2020  
**Valid Until:** 2/1/2020  
**Subscription Start Date:** 2/1/2020  
**Initial Term (months):** 12

**Customer Contact**

**Billing Contact:** City of Waukesha Parks Rec & Forestry Department (WI)  
  
**Address:** Mona Bauer  
1900 Aviation Blvd  
Wahkesha, WI 53188

**Billing Contact Email:** mbauer@waukesha-wi.gov  
**Phone:** 262-524-3732  
**Fax:**

**Payment Terms**

**Payment Term:**  
**PO Number:**  
**Subscription Service**

**Notes:**

Item	Qty	Type	List Price	Total
PowerDMS Standards for CAPRA National Accreditation Standards	1	Recurring	\$1,150.00	\$1,150.00
Attach proofs to show compliance with (CAPRA National Accreditation) Standard, assign assessment tasks, and status-based grading.				
CAPRA National Accreditation Standards Manual	1	Recurring	\$0.00	\$0.00
View Standards manual electronically.				
LITE5FR-ACCRED	1	Recurring	\$0.00	\$0.00
PowerDMS Lite Licenses offered through Accreditation purchase (5)				
PowerDMS University - Standards Only	1	Recurring	\$0.00	\$0.00
This is access to PowerDMS University for self paced, Standards only customers.				
<b>TOTAL:</b>				\$1,150.00

**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 writing by PowerDMS and Licensee, 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 date set forth below.

Accepted and Agreed By:  
**City of Waukesha Parks Rec & Forestry Department (WI)**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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