

# Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4392  
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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, Senior Buyer  
DATE: June 3, 2024  
RE: Award contract C000798, Sole Source 164-123122SS-JC – Power DMS License & Support for Joint Communications

Purchasing requests the Commission's approval of Contract C000798 and the associated Sole Source number 164-123122SS-JC. This is set-up as an administrative contract, i.e., it is not a new procurement. Purchasing relies on the procurement authority referenced in setting up the original Sole Source 164-123122SS and County Contract C000460 which was approved by the Commission on October 11, 2022 via Commission Order 490-2022.

That procurement referenced PowerDMS subscriptions for both the Sheriff's Office and the Joint Communications Department.

This spin-off contract accommodates the license term for Joint Communications that runs on a January cycle.

See also Amendment #4 to contract C000460 awarded from Sole Source 164-123122SS which leaves in place the license used by the Sheriff's Office that runs on an April cycle.

IT paid for the Joint Communications renewal using 2708 -911/EM IT Hardware & Software/70100 – Software Subscriptions: \$6,723.65

/lp

c: Contract File

# Boone County Purchasing

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## MEMORANDUM

TO: File  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: 05/30/24  
RE: Contract C000798 – tied to 164-123122SS-JC – PowerDMS Subscription for Joint Communications

In 2022, I established Sole Source 164-123122SS for PowerDMS subscriptions for both the Sheriff's Office and the Joint Communications Department. The two had their own on-going subscriptions with PowerDMS and their combined usage was going to hit the \$12,000.00 County bid threshold with one vendor. Sole Source 164-123122SS was advertised in two publications as required and was approved by the Commission October 11, 2022 via Commission Order 490-2022. The contract clearly says that renewals are to be conducted via an amendment to the contract. This was done for the Sheriff's Office for the 2024-2025 period, but Joint Communications merely paid the invoice when the department was invoiced in January. It's noted that the subscription periods for the Sheriff's Office run on an April cycle and the subscriptions for the Joint Communications Department run on a January cycle.

I discussed the competing contract periods problems with Director Melinda Bobbitt, and the fact that Joint Communications already paid for their 2024-2025 renewal. At the time the thought was to spin-off a new contract for Joint Communications. So C000798 was created in Finance Enterprise, and 164-123122SS-JC was created in IBMi for Joint Communications PowerDMS subscription. The associated contract numbers for the Sheriff's Office subscriptions are C000460 and 164-123122SS.

Because the procurement authority documentation for the Sole Source ties to 164-123122SS, I thought it would be best to mirror that number in the spin-off contract for Joint Communications. It is noted that the contract documentation in IBMi for 164-123122SS-JC is a copy of 164-123122SS which has an April contract period. The IBMi record for 164-123122SS-JC has the January contract period which mirrors the Joint Communications subscriptions period. This is confusing in hindsight.

## Liz Palazzolo

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**From:** Beth Boos  
**Sent:** Thursday, May 30, 2024 3:59 PM  
**To:** Liz Palazzolo  
**Cc:** Victoria Walter; Julia Lutz  
**Subject:** RE: Power DMS

Hi Liz,  
No, it's in 2708/70100. We used the sole source contract in IBMi, is that not correct?

Thank you,



**Beth Boos** • *Systems and Support Manager*  
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<http://www.showmeboone.com>



**From:** Liz Palazzolo <[LPalazzolo@boonecountymo.org](mailto:LPalazzolo@boonecountymo.org)>  
**Sent:** Thursday, May 30, 2024 3:54 PM  
**To:** Beth Boos <[BBoos@boonecountymo.org](mailto:BBoos@boonecountymo.org)>  
**Subject:** Power DMS

Hi – Melinda wants me to do a contract for Joint Communications for your PowerDMS subscription – for the renewal you paid for in January – is this correct coding?

2711/70100: \$6,723.65

*Liz Palazzolo – Senior Buyer*  
*Boone County Missouri Purchasing*  
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