

City of Diamond Bar

Information Systems Department

Memo:

Date: 6/29/2018
To: Dan Fox, City Manager
Cc: Ryan Mclean, Assistant City Manager
From: Ken Desforges, Director Information Systems
RE: Recreation and Event Management (REM) System update

Dan,

Since 2002 the City of Diamond Bar ("City") has been using a recreation system called RecTrac from a firm named Vermont Systems. After many years in service it was determined the system needed to be upgraded or replaced to include needed functionality around Venue/Event Management & League Management. So, in the FY 17-18 Budget we sought and where appropriated \$250,000.00 for the New Recreation System.

In compliance with the City's purchasing ordinance, on Monday January 15, 2018 a Request for Proposal package was sent to the following vendors and posted to the City's website requesting a proposal for a Recreation, Venue/Event, and League management System for the City.

ACTIVE Network
Amilia
Book King
Civic Rec
Cogran Systems
Dash
EZFacility, Inc.
GovPilot
MyRec
Perfect Mind
Rec Desk
RecPro
Vermont Systems

With the assistance of GoLive Technologies, City staff evaluated the responses from each firm utilizing an exhaustive processes that takes all meaningful criteria into consideration. The process utilized by staff can be described in three broad stages.

Stage 1: Administrative Requirements

The first stage of evaluation consisted of reviewing all responses for conformance with the RFP Guidelines and comprehensiveness of the response to the RFP.

Stage 2: Vendor Proposals

The second stage of the evaluation consisted of reviewing the vendor responses to functional requirements, implementation methodology, proposed software maintenance and support, company background and experience, demonstrated experience and qualifications of the proposed Project Manager and other implementation staff, and reasonableness of the proposed fee.

Stage 3: Vendor Demonstrations

The third stage of the evaluation consisted of inviting the vendors whose proposal met the requirements of the Stage 1&2 to an 8 hour long software demonstration. With the assistance of GoLive Technologies, City Staff created a demonstration script that all vendors were required to use as the basis of their presentation. After the initial 8 hour demonstrations City Staff selected two finalists. The two finalists were invited to an additional 1 hour demonstration to cover topics that staff selected in greater detail.

Costs:

The 5 year costs (Purchase/Annual fees) as proposed from each vendor are as follows:

Vermont Systems	CiviPlus	Perfect Mind	Active Network
\$63,236	\$121,750	\$151,500	\$208,260

Analysis:

The bid responses from Active Network, CivicPlus, Perfect Mind and Vermont Systems were reviewed by staff for all administrative requirements and comprehensiveness of the vendor proposals. All four vendors were invited to conduct an 8 hour onsite demonstration of their respective software solution.

City Staff evaluated the proposed software solution from all four vendors and determined that two vendors could not adequately meet the requirements of the City. The Software solutions demonstrated by Active Network and Perfect Mind did not demonstrate the ability to meet the City's needs. City Staff requested an additional hour long follow up demonstration from Vermont Systems and CivicPlus to narrow down which of the two vendors could provide the best solution for the City.

The City has utilized Vermont Systems software/services in the past and been highly satisfied with their performance. City Staff determined that Vermont Systems is the most capable, and lowest cost responsible bidder for our new Recreation, Venue/Event, and League Management System. The five year total for the Recreation System from Vermont Systems is proposed to be \$63,236.00, which includes a Purchase price \$29,246.00 and five years of annual maintenance.

Since the purchase price is below the City Manager's limit, and annual maintenance will be appropriated and paid as such in those fiscal years, it is suggested that we handle this purchase administratively, under your signature authority.

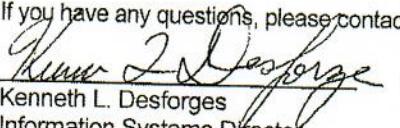
Legal Review:

The City Attorney has reviewed and approved the RFP documents. After contract negotiations and further legal review an agreement has been reached. The document is now working its way through the approval/signature process, and is expected to be on your desk the week of 7/9/2018 upon the City Clerks return from vacation.

Next Steps:

After contract signing and the issuing of a Purchase Order the vendor will coordinate the approximately 4-6 month implementation process with the City, including our new Parks & Recreation Director.

If you have any questions, please contact me at your convenience.


Kenneth L. Desforges
Information Systems Director