

# Agenda Report

March 9, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Human Services and Recreation Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE-YEAR CONTRACT WITH CIVICPLUS TO FURNISH AND DELIVER A RECREATION MANAGEMENT SOFTWARE SOLUTION, LICENSES, AND IMPLEMENTATION SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to enter into a five-year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with CivicPlus to furnish and deliver a recreation management software solution, software licenses, and implementation services, for an amount not to exceed \$298,105, which includes a ten percent contingency.

## **BACKGROUND:**

The Human Services and Recreation Department (HSRD) offers a wide range of recreational programming to the community including children, teen, adult and older adult classes; youth sports; before and after school care; summer camps; and fitness memberships. In addition, HSRD manages the facility reservations for over 24 locations. To complete activity registrations and facility reservations, HSRD currently uses ActiveNet, a cloud-based recreation management software system. Purchased in 2008, the ActiveNet system manages over 2,500 recreation activities annually. The Department has collected approximately \$2.3 million in revenue annually over the past three years using ActiveNet.

Human Services and Recreation internally reviewed its business needs and determined the performance of its current recreation management software (RMS) was inadequate. This evaluation included customer feedback. The Department concluded that the RMS requires the following:

- Mobile-compatible and user-friendly activity registrations, facility reservations, and fitness memberships
- Ability to develop custom reports
- System auditing
- Integration with the City’s financial system, Tyler Munis

Based upon these business needs, a Request for Proposals (RFP) was issued on September 5, 2019 for a recreation management software solution. Through PlanetBids, over 2,000 vendors were notified of this opportunity. Proposers were required to provide a self-assessment of their product’s ability to satisfy over 100 functional requirements, implementation methodology, proposed project resources, and submit a project schedule.

In response to the RFP, three proposals were received on October 28, 2019. No submissions were received from local Pasadena vendors. Staff from the Finance, Information Technology, and Human Services and Recreation Departments served as the Selection Team, and reviewed and evaluated the written proposals. Subject Matter Experts from the aforementioned departments were also included to provide expertise and aid in the evaluation and scoring process. Each proposal was evaluated by the criteria stated in the RFP as outlined below:

Criteria	Weight
Proposed Solution	35%
Cost Proposal	25%
Experience	30%
Local Pasadena Business	5%
Small or Micro-Business	5%
<b>Total</b>	<b>100%</b>

Per the evaluation procedures and criteria stated in the RFP, the proposals were scored and ranked as follows:

Rank	Proposer	Location	Score (100 max)
1.	Icon Enterprises Inc., dba CivicPlus	Manhattan, KS	76.46
2.	ACTIVE Network, LLC	Dallas, TX	63.60
3.	Perfect Mind	Burnaby, British Columbia	62.03

Attachment A includes a summary of the scoring criteria and results.

As a result of this process, the Department recommends awarding a contract to CivicPlus to furnish and deliver the recreation management software solution, including software licenses, and implementation services for an amount not to exceed \$298,105. CivicPlus offers a wide variety of products and has over 4,000 clients in the United States, Canada, and Australia. For this project, staff recommends a 10% contingency.

A summary of the contract is as follows:

Description	Cost
Implementation Services	\$ 65,900.00
Software Licenses and Support	\$ 205,105.00
10% Contingency Allowance	\$ 27,100.00
<b>Contract 'Not to Exceed' Amount</b>	<b>\$ 298,105.00</b>

*\* Annual licensing cost includes hosting, maintenance, and support*

The proposed contract fully complies with the City's Competitive Selection and Wage Ordinances. There are currently no open purchase orders or contracts with CivicPlus.

**COUNCIL POLICY CONSIDERATION:**

Approval of this contract award supports the City Council's strategic planning goals to maintain fiscal responsibility and stability and support and promote the quality of life and local economy.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for recreation management software, software licenses, and implementation services is a continuing administrative and maintenance activity (i.e., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

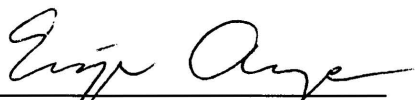
The total cost of the proposed action will be \$298,105. Partial funding for this action will be addressed by the utilization of existing FY 2020 budgeted appropriations in the Human Services and Recreation Department Operating Budget. Additional appropriations for FY 2021 and beyond will be requested during the FY 2021 operating budget process. It is anticipated that the cost of this contract, up to \$298,105, will be spent over the next five fiscal years, and includes annual licensing, hosting, maintenance, and support.

Respectfully submitted,



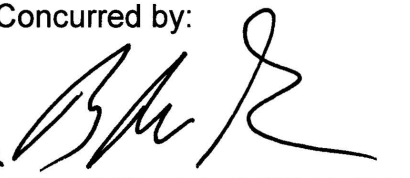
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STEVE MERMELL  
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Attachments:

- A) Summary of Proposal Scoring
- B) Taxpayer Protection Amendment