



Legislation Text

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File #: 23-1209, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** June 28, 2023  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Jack Ireland

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**SUBJECT**

Authorize a five-year service contract for a comprehensive web-based recreation management software system for the Park & Recreation Department - RecTrac, LLC dba Vermont Systems most advantageous proposer of five - Not to exceed \$416,066 - Financing: Recreation Program Fund (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide for the purchase of a comprehensive web-based recreation management software system. This recreation management software system tracks recreational registrations for programs, athletic fields, and building reservations for 43 recreation centers. This software system also manages user accounts and memberships which are used to track program attendance and usage.

The system also utilizes a point-of-sale module for handling ticket, food, and merchandise sales at all aquatic facilities including Bahama Beach and Southern Skates.

This purchase will allow for software updates, City employee training, maintenance, and support needed to address the Park & Recreation Department's changing needs.

A seven-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Information and Technology Services (1)
- Office of Arts and Culture (1)
- Park & Recreation Department (4)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost to the City 30 points
- Capability and Expertise 25 points
- Functional Match Requirements 20 points
- Technical Match Requirements 20 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 9, 2019, the City Council authorized a three-year service contract for upgrades, training, maintenance, and support of the recreational management system for the Park and Recreation Department with Vermont Systems, Inc. by Resolution No. 19-0095.

On February 23, 2023, the Park and Recreation Board authorized a five-year service contract for a comprehensive web-based recreation management software system with RecTrac, LLC dba Vermont Systems, Inc.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Recreation Program Fund	\$66,066.00	\$100,000.00	\$250,000.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

<b>Contract Amount</b>	<b>Procurement Category</b>	<b>M/WBE Goal</b>
\$416,066.00	Other Services	N/A
<b>M/WBE Subcontracting %</b>	<b>M/WBE Overall %</b>	<b>M/WBE Overall Participation \$</b>
N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• This item is Other Services which does not have an availability and disparity participation goal.</li> <li>• RecTrac, LLC dba Vermont Systems - Non-local; Workforce - 0.00% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BQZ22-00017742. We opened them on April 22, 2022. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*RecTrac, LLC dba Vermont Systems	12 Market Place Essex Jct. VT, 054252	73.50
U.S. eDirect	99 Powerhouse Road Roslyn, NY, 11577	70.33
PerfectMind, Inc.	200-4333 Still Creek Drive Burnaby, BC V5C-6C6	70.17
CivicPlus, Inc.	302 South 4th Street Manhattan, KS 66502	52.00
Amilia Technologies USA, Inc.	1751 Richardson Street Suite 3105 Montreal, QC H3K-1G6	35.67

**OWNER**

**RecTrac, LLC dba Vermont Systems**

Patrick Hayden, President