



SMALL TOWN, BIG BEACH™

Memorandum

Date: April 30, 2019
To: Mayor and Council
Cc: Grant Brown, Matt Young, Steve Griffin
From: Nicole Ard
Subject: Request to accept bid for Recreation Management Software

ISSUE: The Recreation Division utilizes a recreation management software for the day-to-day operations of facilities, memberships, activity and program registrations. The current software, Sportsman, has been used by the City for over 10 years and is unable to offer easy online registrations, account management, specialized reporting and other essential needs that are common to contemporary systems. To ensure best practices and enhance quality and customer service, the City solicited recreation management software solutions from public software providers.

BACKGROUND: Sealed bids were solicited for Recreation Software and opened on April 29, 2019. A selection committee composed of eight City Recreation and Information Technology staff members graded and ranked each of the three conforming proposals received based on seven specific criteria including: 1) Technical Requirements; 2) System Design and Functionality; 3) Cost and Value; 4) Implementation Approach, Training, Service, and Support; 5) Proposer References, Background, and Experience; 6) Data Security; and 7) Data Migration. PerfectMind, Inc. submitted the highest ranked conforming bid based on the aforementioned criteria.

RECOMMENDATION: Award bid (Requisition No. 2019-0329) and authorize the Mayor to execute and contract with Perfect Mind, Inc. in the amount of \$23,000.00

BUDGET IMPLICATIONS: Funding is included in the FY 2019 Budget within Software Management (01-519-64310).

ATTACHMENTS: Bid Tabulations

DEPARTMENT: Recreation and Cultural Affairs

STAFF CONTACT: Nicole Ard