

December 7, 2018

**Proposal Evaluation Summary**

**Parks & Recreation Software – RFP #PUR0518-192**

**Proposals opened August 10, 2018**

**Evaluators:** Angie Cole, Recreation Superintendent; Renee Aswegan, Recreation Admin; Gail Loskill, Communications Coordinator; Michele Tamerius, Finance; Mark Freeze, IT

**Proposals received (in alphabetical order):**

Firm Name	Software Solution	Location
ACTIVE Network, LLC	ACTIVE Net	Dallas, TX
CivicPlus, Inc.	CivicRec	Manhattan, KS
Pacific Tier Solutions Inc.	Book King	Victoria, BC, Canada
PerfectMind Inc.	PerfectMind	Burnaby, BC, Canada
Vermont Systems, Inc.	RecTrac 3.1	Essex Junction, VT

**The following three (3) firms were shortlisted for software demonstrations and reference checks and scored as follows (in alphabetical order):**

**1. CivicPlus, Inc.**

Criteria	Points
System Features and Functionality (25%)	180.00
Qualifications and Experience (20%)	164.00
Financial Proposal (35%)	202.93
Responsiveness (20%)	152.00
Total Evaluation Points	698.93

**Notes:**

- Recreation software solution, RecOne, acquired in 2017, now known as CivicRec, a hosted, web-based application specifically designed for parks and recreation departments
- Unlimited users with no licenses to purchase
- All-inclusive system with all modules included at no additional cost
- Project manager and team members are determined just prior to project kick-off
- Proposal submittal indicates clear understanding of project
- Pricing is above competitive range at \$52,395 for first year (before credit card fees)
- Credit card processing cost is higher than other solutions

**2. PerfectMind Inc.**

Criteria	Points
System Features and Functionality (25%)	160.00
Qualifications and Experience (20%)	96.00
Financial Proposal (35%)	332.26
Responsiveness (20%)	120.00
Total Evaluation Points	708.26

**Notes:**

- Cloud-based system securely hosted on Amazon Web Services
- Unlimited users with no licenses to purchase
- PerfectMind widgets are imbedded into City's existing website
- Features and functionality continually developed based on customer feedback, market research, etc.

- Project team roles are assigned upon notification of project award
- Proposal submittal indicates clear understanding of project
- Pricing is in competitive range at \$32,000 for first year (before credit card fees)
- Concerns regarding ability to successfully integrate with Elavon
- Transferring registrants from one class or activity to another is cumbersome
- Limited references available

**3. Vermont Systems, Inc.**

Criteria	Points
System Features and Functionality (25%)	210.00
Qualifications and Experience (20%)	164.00
Financial Proposal (35%)	350.00
Responsiveness (20%)	164.00
Total Evaluation Points	888.00

**Notes:**

- Established Parks & Recreation software solution for 30 years
- Upgraded version of system currently in use by the City; on-site hosting by City
- Proposal includes licensing for up to 40 users
- Proposal includes specific experience of individual team members who would be assigned to work on the project
- Proposal submittal indicates clear understanding of project
- Pricing is in competitive range at \$30,378 for first year (before credit card fees)
- Current peripherals should work with upgrade
- Capability to integrate with Elavon using CardConnect as gateway, or City can streamline and save money with CardConnect as single source for credit card processing
- References provided very positive feedback

**Recommendation for Award:**

After completing a thorough evaluation process, the evaluation team recommends Vermont Systems, Inc. as the firm with the software solution that offers the best value for the City of Cedar Rapids Parks & Recreation Department. A contract will be executed with Vermont Systems, Inc.