

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Parks and Recreation

**AGENDA DATE:** December 9, 2014

**CONTACT PERSON/PHONE:** Mr. Tracy A. Novak, Director (915)-212-1708  
Bruce D. Collins, Director PSS (915)-212-1181

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Request that the Director of the Purchasing and Strategic Sourcing Department be authorized to exercise the City's option to extend current Contract 2009-182R with Active Network, Inc. for an additional 5 years pursuant to the provisions of an award approved by City Council on July 21, 2009. The annual amount is \$65,000 for a 5 year total cost of \$325,000.

**BACKGROUND / DISCUSSION:**

Request to extend Contract Number 2009-182R to the Active Network, Inc. for vendor hosted recreation management software. This system automates the Parks and Recreation Department's program registration, facility reservation, sports league management, membership management, and point of sale functions. This system also allows participants to register for programs online and to use credit cards through online or on-site registration, enhancing customer service.

**PRIOR COUNCIL ACTION:**

Yes. City Council Approval (8-0), on July 21, 2009

**AMOUNT AND SOURCE OF FUNDING:**

Annual cost \$65,000, total cost for 5 year extension \$325,000. 451-51220-1000-544060-P5103

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COUNCIL PROJECT FORM  
(CONTRACT EXTENSION)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **DECEMBER 9, 2014**.

Request that the Purchasing Director of Purchasing and Strategic Sourcing Department be authorized to exercise the City's option to extend current Contract 2009-182R Recreation and Management Software with The Active Network, Inc. for five (5) additional years (years 6-10) pursuant to the provisions of an award approved by the City Council on July 21, 2009. The extended contract period will be from February 19, 2015 - February 18, 2020.

Department:	Parks and Recreation
Award to:	The Active Network, Inc. San Diego, CA
Item(s):	All
Option:	One [of One]
Annual Estimated Award:	\$65,000.00
Total Estimated Award:	\$325,000.00 (5 years)
Account No.:	451-51220-1000-544060-P5103
Funding Source:	General Fund
District(s):	All

This is a RFP, services contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

**MOTION  
JULY 21, 2009**

\*Motion made, seconded, and unanimously carried to **POSTPONE** one week the award Solicitation No. 2009-182R (Recreation Management Software) to The Active Network, Inc., for a total estimated award of \$370,448.

Department:	Parks and Recreation
Award to:	The Active Network, Inc. San Diego, CA
Items:	All
Option:	Five years (years 6 – 10)
Total First Year Cost:	\$122,448
Total Cost (Years 2 – 5):	\$248,000
Funding Source:	Parks General Fund
Total Estimated Award:	\$370,448 (total 5-year cost)

This is a five year contract.

The Departments of Financial Services, Purchasing Division, and Parks and Recreation recommend award as indicated. The review committee based on evaluation factors established for this procurement, recommend award to the highest ranked proposer as indicated.

Richarda Duffy Momsen, City Clerk

8  
July 28, 2009



## Purchasing and Strategic Sourcing

### Seven (7) Factor Option Memo

#### Mayor

Oscar Leeser

#### City Council

##### District 1

Ann Morgan Lilly

##### District 2

Larry Romero

##### District 3

Emma Acosta

##### District 4

Carl L. Robinson

##### District 5

Dr. Michiel R. Noe

##### District 6

Claudia Ordaz

##### District 7

Lily Limón

##### District 8

Cortney C. Niland

#### City Manager

Tommy Gonzalez

To: Purchasing and Strategic Sourcing Department

From: Mr. Tracy A. Novak, Parks and Recreation Director

\_\_\_\_\_  
Authorized Signature

Subject: Seven (7) Factor Option

Date: December 09, 2014

Ref: Contract No. 2009-182R Recreation and Management Software - Parks and Recreation Department

Parks and Recreation Department recommends authorizing the Option to Extend Contract 2009-182R Recreation and Management Software for 5 years with The Active Network, Inc. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?  
Yes, funds are budgeted annually.
2. Does the Requirement covered by this option fill an existing need of the City?  
This system automates the Parks and Recreations Department's program registration, facility reservation, sports league management, membership management and point of sales functions. This system also allows for participants to register for programs online and to use credit cards through online or on-site registration, enhancing customer service. Changing the program at this time would require possible upgrades to software, extensive training for both staff and external customers and possible disruptions in service.
3. Is the option price better than the current available market price?  
The average annual amount paid in fees for the last four fiscal years is \$61,906. Current contract indicates that the fee is based on a 1.5% of the revenue collected with a minimum payment of \$60,000 annually. The transaction fees include unlimited technical support, new updates, hosting and maintaining of data and back up every 30 minutes.

Bruce D. Collins CPPO – Purchasing and Strategic Sourcing Director  
City #1 | 300 N. Campbell | El Paso, Texas 79901 | (915) 212-1183



**Mayor**

Oscar Leaser

**City Council**

*District 1*

Ann Morgan Lilly

*District 2*

Larry Romero

*District 3*

Emma Acosta

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*District 8*

Cortney C. Niland

**City Manager**

Tommy Gonzalez

## Purchasing and Strategic Sourcing

Ref: Contract No. 2009-182R Recreation and Management Software - Parks and Recreation Department

**Expenditures**

FY 2011	\$55,997.42
FY 2012	61,879.87
FY 2013	67,125.85
FY 2014	62,621.18
FY 2015	10,970.42 Through 10-31-14
	<u>\$258,594.74</u>

It is very difficult to determine if the option price is better than the current market price without doing a cost proposal request from vendors. Total costs to change software at this time would include hardware, training costs (both internal and external) and project management costs. The department does not find it feasible to change software packages at this time.

4. Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer?  
Yes, this is the most advantageous offer to continue services without interruption using the option to extend the contract.
5. Does the attached Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better? Yes.
6. Is the vendor currently under debarred status as per System for Award Management (SAM) [www.sam.gov](http://www.sam.gov)? No
7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form? No

Bruce D. Collins, CPPO – Purchasing and Strategic Sourcing Director

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