



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2023-0546

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources
Dennis Andrews, CPRP, Parks Manager

DATE: December 11, 2023

SUBJECT: Recreation Management Software Solution

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the purchase and implementation of a Recreation Management Software Solution project budget in the amount of \$85,000.00 and further authorizes the Mayor to execute an agreement on behalf of the City. The requested project budget includes maintenance and support fees for years 2-5 (\$54,696.28), will be paid from this blanket purchase order yearly in future years.

City Council is requested to waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

REASON FOR PURCHASE:

The City of Rochester Hills issued a Request for Proposals utilizing the MITN system for the purchase of a recreation management software solution that includes training and ongoing support and maintenance. Seven (7) proposal responses were received and evaluated by a committee consisting of staff from MIS and the Parks and Natural Resources Department, which included representation from Borden Park, Spencer Park, Museum, and administrative staff. From the proposal responses received, the committee shortlisted to three (3) firms and request for interview/software demonstrations from the shortlisted firms were requested.

The interview/demonstration consisted of a three (3) hour meeting for each proposer to demonstrate the functionality that was identified in the RFP from the City, along with answering questions and answers from the evaluation committee. Based on the interviews and demonstrations, the evaluation committee finalized scoring based on the criteria outlined in the RFP document and Civic Plus was the highest ranked vendor and is being recommended for award of this project based on their experience and qualifications, understanding of the project, proposed application, management plan for implementation of software, ease of use, training and support and overall best value cost.

The requested budget amount includes an approximate 5% contingency amount that will be used for any integrations that may be needed in order to import financial information to the City's financial systems.

This cloud-based system will allow us to start booking facility reservations online in 2024 and will allow us to add functions across the Department in the future, such as Museum memberships and concession sales at Spencer, annual pass sales, etc. Patrons will have more access than before with the system's

online registration and booking features. It will automate and integrate key patron functions currently requiring manual staff hours to enter. Previously, patrons would need to call and check for available dates, potentially having to call back again to book a facility. The data collected with the use of the system will provide us with information that will assist with decision making going forward – data we don't currently possess. Features included with this software are: Activity/Program Registrations, Field Reservations, Shelter/Facility Reservations, Membership Management, Concession Sales, and League Management.

PROCESS:

Vendor Name and Address:

CivicPlus
 302 S. 4th Street, Suite 500
 Manhattan, KS 66502

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2023 and FY 2024 Adopted Budgets, as well as the FY 2025-27 Projected Budgets

Fund Name	Department Account No	Account No. Description	5-Year Budget Amount	5-Year Cost	5-Year Remaining Budget
General Fund	756.801000	Parks Department: Professional Services	\$97,500	\$85,000	+\$12,500

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for the purchase and implementation of a Recreation Management Software Solution project budget in the amount of \$85,000.00 and further authorizes the Mayor to execute an agreement on behalf of the City. The requested project budget includes maintenance and support fees for years 2-5, which will be paid from this blanket purchase order yearly in future years.

It is further recommended, that City Council waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		

Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A

Document2