

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Recreation Management System – RFP No. 21-0025
INITIATED BY:	Finance Department

It is requested that Council approve the purchase of a recreation management system Vermont Systems (Essex Junction, VT). The recommended vendor’s cost proposal is within budget.

The vendor will provide and install software for use at various facilities within the Parks and Recreation Department. The system shall have the ability to perform, at a minimum, the following functions:

- Point-of-sale activity.
- Inventory management (marina, pools, Britt David Pottery Studio, Cooper Creek Tennis Center).
- Support bar code scanning/cash drawers/receipt printers.
- A retail system for handling drop-ins, facility passes, merchandise, food/beverage, and inventory.
- Registrations and reservations.
- Reporting.

The vendor shall also provide all necessary equipment, services, training, materials, and other elements to address the needs of the Department.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on April 9, 2021. This RFP has been advertised, opened, and evaluated. Two (2) proposals were received on May 21, 2021.

The responding vendors were:

- Vermont Systems (Essex Junction, VT)
- PerfectMind (Burnaby, BC, Canada)

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	06/07/2021	The Purchasing Manager advised the Evaluation Committee members of the RFP rules and process, and the advisors of the

		project provided an overview. Proposals were provided to the Committee.
1 st Evaluation Meeting	06/28/2021	The Evaluation Committee discussed each proposal and determined clarifications were required from the vendors.
Clarifications Requested	07/20/2021	Requests for clarifications forwarded to vendors.
Clarifications Received	07/21/2021	Clarification Responses received and forwarded to committee members.
2 nd Evaluation Meeting	08/09/2021	The Evaluation Committee met to further discuss the proposals and the clarifications that were submitted. Additional clarifications were requested by the Committee.
Additional Clarifications Requested	08/25/2021	Requests for additional clarifications forwarded to vendors.
Additional Clarifications Received	08/26/2021	Additional clarification responses received and forwarded to committee members. The Committee indicated they were ready to evaluate.
Evaluation Forms Sent	09/01/2021	Evaluation forms were forwarded to the voting committee members.
Evaluation Results	09/16/2021	Evaluation results were forwarded to the Committee for review. Per the RFP, short-listed vendors will be required to provide a virtual presentation.
Presentations	10/18/2021	Both vendors provided a virtual presentation of their proposed system.
3 rd Evaluation Meeting	11/18/2021	The Evaluation Committee met to discuss the presentations. The Committee determined that reference checks were necessary. A third round of clarifications were also requested.
3 rd Clarification Requested	11/19/2021	Requests for additional clarifications forwarded to vendors.
3 rd Clarification Received	11/26/2021	Additional clarification responses received and forwarded to committee members.
Reference Checks	01/07/2022 01/13/2022	Reference checks were conducted on both submitting vendors.
Reference Checks Sent to Committee	01/18/2022	Information from the reference checks were forwarded to the Committee for review.
Recommendation Ballot	01/21/2022	Ballots were sent to the voters for their final vote/recommendation of award.
Ballots Returned	01/24/2022	The Committee returned their ballots. The voting members recommended Vermont Systems for award by a vote of 2-1.
Best and Final Offer Requested	02/04/2022	The Evaluation Committee requested a Best and Final Offer from Vermont Systems.
Best and Final Offer Received	02/07/2022	The Best and Final Offer was submitted to the Evaluation Committee for review. The Committee stated they were ready to proceed with award to Vermont Systems.

Evaluation Committee:

Proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from Parks and Recreation and one voting member from Information Technology.

A representative from Parks and Recreation served as a non-voting advisor. A representative from Information Technology served as an alternate voter.

Award Recommendation:

Based on the final evaluation ballot results, the voting committee members recommended award to Vermont Systems by a vote of two-to-one.

Vendor Qualifications/Experience:

- Vermont Systems has been providing software solutions to the municipal market since 1985, and specifically to the Parks and Recreation field since 1988.
- Vermont Systems has completed over 1,250 municipal installations.
- Vermont Systems software has been installed in over 800 municipalities and all branches of the U.S. Military.
- Below are the last three entities for whom Vermont Systems has provided similar software/services:

Wichita Parks & Recreation (Wichita, KS) 2019 – Present
Services provided include: activity registrations, facility reservations, pass management, point of sale, league scheduling, personal trainer, general ledger interface, cloud hosting.

Anoka County (Anoka, MN) 2020 – Present
Services provided include: activity registrations, facility registrations, pass management, point of sale, equipment rentals, golf tee times, general ledger interface, cloud hosting.

City of Raleigh (Raleigh, NC) 2020 – Present
Services provided include: activity registrations, facility reservations, pass management, point of sale, league scheduling, trip reservations, locker rentals, equipment rentals, general ledger interface, cloud hosting.

The City’s Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

The vendor’s cost proposal is within budget for this project. Funding for the initial purchase of the software, training and first year of recurring services, is budgeted in the FY22 Budget as follows: General Fund – Parks and Recreation – Parks and Recreation – Computer Software, 0101-270-1000-PARK-6713. Funds will be budgeted in subsequent fiscal years for recurring services as follows: General Fund – Parks and Recreation – Parks and Recreation – Computer Software, 0101-270-1000-PARK-6713.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF A RECREATION MANAGEMENT SYSTEM FROM VERMONT SYSTEMS (ESSEX JUNCTION, VT). THE RECOMMENDED VENDOR’S COST PROPOSAL IS WITHIN BUDGET.

WHEREAS, an RFP was administered (RFP No. 21-0025) and two (2) proposals were received; and,

WHEREAS, the proposal submitted by Vermont Systems met the proposal requirements and was evaluated most responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase a recreation management system from Vermont Systems (Essex Junction, VT). The vendor’s cost proposal is within budget for this project. Funding for the initial purchase of the software, training and first year of recurring services, is budgeted in the FY22 Budget as follows: General Fund – Parks and Recreation – Parks and Recreation – Computer Software, 0101-270-1000-PARK-6713. Funds will be budgeted in subsequent fiscal years for recurring services as follows: General Fund – Parks and Recreation – Parks and Recreation – Computer Software, 0101-270-1000-PARK-6713.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor