

ST. PETERSBURG CITY COUNCIL
Consent Agenda
Meeting of June 4, 2020

To: The Honorable Ed Montanari, Chair, and Members of City Council

Subject: Approving a three-year blanket purchase agreement with Active Network, LLC (Active), a sole source supplier, for a cloud-based recreation management solution that provides registration and membership management, secure payment processing, and streamlined administration for the Parks and Recreation and Enterprise Facilities departments, at an estimated annual cost of \$108,000, plus three percent of annual credit card volume; and approving a supplemental appropriation in the amount of \$168,864 from the unappropriated balance of the Technology and Infrastructure Fund (5019) to the Parks and Recreation Department, Administration Division (190-1573), for the one-time implementation fee.

Explanation: The vendor provides complete ACTIVE Net Software as a service (SaaS) solution, including all technology, professional services, support, upgrades, and fully hosted technology. Functionality includes Customer Management, Communication, Public Access, Marketing/Email tools, Reporting, Facility Reservation, Activity Registration, POS/Equipment Lending, Memberships, Daycare Registration, Camp Registration, League Scheduling, Online/Digital Waiver Management, Fee Instructor Portal, Scholarship/Grant Management, Residency Verification via GIS, and Private Lesson Registration. A sole source procurement is recommended because ACTIVE Net Software is the upgraded version of the current registration software class in use by both departments that is at its end of its life.

The Procurement and Supply Management Department, in cooperation with the Parks and Recreation and Enterprise Facilities departments, recommends for approval:

Active Network, LLC\$492,864

Three years @ \$108,000 per year
(plus implementation fee of \$168,864)

This purchase is made in accordance with Section 2-212 Sole Source Procurement of the Procurement Code, which authorizes City Council to approve the purchase of a supply or service of over \$100,000 without competitive bidding, if it has been determined that the supply or service is available from only one source. A blanket purchase agreement will be issued to the vendor and will be binding for the actual services provided. The agreement will be effective from the go live date for a period of three years. The agreement has four one year renewal options. .

Cost/Funding/Assessment Information: Funds for the annual cost of \$108,000 have been previously appropriated in the General Fund (0001), Parks and Recreation Department, Administration Division (190-1573); the Coliseum Operating Fund (1205), Enterprise Facilities Department, Events Division (282-1873); and the Sunken Gardens Fund (1207), Enterprise Facilities Department, Sunken Gardens Operations Division (282-2461). Funds for software implementation will be available after the approval of a supplemental appropriation in the amount of \$168,864 from the unappropriated balance of the Technology and Infrastructure Fund (5019) to the Parks and Recreation Department, Administration Division (190-1573).

Attachments: Sole Source
Resolution

City of St. Petersburg
Sole Source Request
Procurement & Supply Management

Department: Parks & Recreation Requisition No. _____

Check One: Sole Source Proprietary Specifications

Proposed Vendor: Active Network, LLC

Estimated Total Cost: \$276,863.70

Description of Items (or Services) to be purchased:

Active Net Software, hardware, and implementation services for upgrade to current Class registration and account management software.

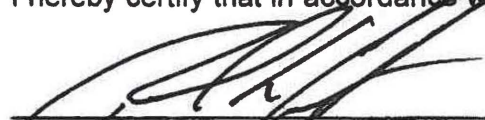
Purpose of Function of items:

Provides financial interface with Oracle E-Business, customer account management, fee instructor management, class/program registration, grant management, sports league management, point of sale, membership sales, integrated marketing and online registration.

Justification for Sole Source of Proprietary specification:

Active Network's Class Software product, currently in use, is at end of life and is not being supported. This upgrade/migration would move the Class database to their replacement product, Active Net.

I hereby certify that in accordance with Section 2-249 of the City of St. Petersburg Procurement



Department Director

2/20/2020

Date



Administrator/Chief

2/20/2020

Date



Louis Moore, Director
Procurement & Supply Management

3/16/2020

Date

Code, I have conducted a good faith review of available sources and have determined that there is only one potential source for the required items per the above justification. I also understand that under Florida Statute 838.22(2) it is a second degree felony to circumvent a competitive bidding process by using a sole-source contract for commodities or services.

RESOLUTION NO. 2020-_____

A RESOLUTION DECLARING ACTIVE NETWORK, LLC (ACTIVE) TO BE A SOLE SOURCE SUPPLIER FOR A CLOUD-BASED RECREATION MANAGEMENT SOLUTION; APPROVING A THREE-YEAR AGREEMENT WITH FOUR ONE-YEAR RENEWAL OPTIONS WITH ACTIVE FOR A CLOUD-BASED RECREATION MANAGEMENT SOLUTION AND SUPPORT FOR THE PARKS AND RECREATION DEPARTMENT AND THE ENTERPRISE FACILITIES DEPARTMENT AT A TOTAL CONTRACT PRICE NOT TO EXCEED \$492,864 (INCLUDING A ONE-TIME IMPLEMENTATION FEE OF \$168,864); AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$168,864 FROM THE UNAPPROPRIATED BALANCE OF THE TECHNOLOGY AND INFRASTRUCTURE FUND (5019) TO THE PARKS AND RECREATION DEPARTMENT ADMINISTRATION DIVISION (190-1573) TO FUND THE ONE-TIME IMPLEMENTATION FEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City wishes to purchase a cloud-based solution that provides registration and membership management, secure payment processing, and streamline administration for the Parks and Recreation Department and the Enterprise Facilities Department; and

WHEREAS, Section 2-212(a) of the City Code provides for sole source procurement when a supply or service is available from only one source; and

WHEREAS, Active Network, LLC (Active) is the sole provider of the software-as-a-service solution because it has the upgraded version of the current registration software in use by both departments that is at its end of life; and

WHEREAS, funding for the one-time implementation fee will be available after a supplemental appropriation in the amount of \$168,864 from the unappropriated balance of the Technology and Infrastructure Fund (5019) to the Parks and Recreation Department Administration Division (190-1573); and

WHEREAS, the Procurement & Supply Management Department, in cooperation with the Parks and Recreation Department and the Enterprise Facilities Department, recommends approval of the award to Active as a sole source supplier; and

WHEREAS, the Mayor or his designee has prepared a written statement to the City Council certifying the condition and circumstances for the sole source purchase.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that Active Network, LLC (Active) is declared a sole source supplier for a cloud-based recreation management solution.

BE IT FURTHER RESOLVED that a three-year agreement with four one-year renewal options with Active for a cloud-based recreation management solution and support for the Parks and Recreation Department and the Enterprise Facilities Department at a total contract price not to exceed \$492,864 (including a one-time implementation fee of \$168,864) is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute all documents necessary to effectuate this transaction.

BE IT FURTHER RESOLVED that there is hereby approved from the unappropriated balance of the Technology and Infrastructure Fund (5019) the following supplemental appropriation for fiscal year 2020 to fund the one-time implementation fee:


<u>Technology and Infrastructure Fund (5019)</u>	
Parks and Recreation Department	
Administration Division (190-1573)	\$168,864

This resolution shall become effective immediately upon its adoption.

Approved by:
/s/ Sharon Michnowicz
City Attorney (Designee)
00509715

E Makofske

Budget

 <p>-- City of St. Petersburg Authorization Request -- General Authorization</p>					Request #
					56993
Name:	Pocengal, Nicholas W	Request Date:	18-MAY-2020	Status:	APPROVED

Authorization Request	
Subject:	Maint. Support, ActiveNetSoftware, June 4 Council
Message:	Submitted for your approval, please find attached Consent Write-up for Maint. Support, Active Net Software, scheduled to go before City Council on June 4, 2020. Resolution is currently being reviewed and will be included on the finalized version when posted into City Clerk's Office Questys system. Should you have any questions, please contact me at extension 3387. Thank you.
Supporting Documentation:	920-45 Maintenance Support, Active Net Software, June 4, 2020 - Approval Request.pdf

	Approver	Completed By	Response	Response Date	Type
0	Pocengal, Nicholas W		SUBMITTED	18-MAY-2020	
1	Wahl, Margaret Brown	Wahl, Margaret Brown	APPROVE	18-MAY-2020	User Defined
2	Jefferis, Michael J II	Jefferis, Michael J II	APPROVE	19-MAY-2020	User Defined