

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number PUR2017-018

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**Date:** February 21, 2017

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:**

**Subject:** 2017-23-SS Single Source for Recreation Management Software

**Author/Title:** Launa Lewis, Buyer

**Signature:** 

**Co-Author:** Jenn Johnson

**Signature:**

Manager of Parks, Recreation & Culture

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### Recommendation(s):

**RESOLVED THAT** Report PUR2017-018, **2017-23-SS Single Source for Recreation Management Software**, be received;

**THAT** PerfectMind of British Columbia be selected for the award of Single Source for Recreation Management Software for the price, of \$108,939.00 plus HST;

**THAT** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award Tender 2017-23-SS; and

**THAT** Purchasing Division be authorized to issue a purchase order.

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**Department Head:**

**Corporate Services Director / Other:**

**Chief Administrative Officer:**



## **Background:**

The Parks, Recreation and Culture Division has used CLASS (now known as Active Network) as their Recreation Management Software system since 2003. This system is hosted in-house and supports program registration, facility booking, memberships, point of sale and business reporting. Active Network also hosts the City's online registration and availability for Parks, Recreation and Culture programs and facilities. Active Network hosted software has reached its end of life and will no longer be supported beyond November 30, 2017.

Over the last two years, PRO (Parks & Recreation Ontario) has provided opportunities for Ontario municipalities to coordinate their efforts and seek group pricing from the vendors in this category. Vendors have made presentations at conferences and trade shows providing demonstrations and information on their software systems. Parks, Recreation and Culture and Information Technology staff have researched a variety of vendors providing these recreational software solutions as well as collaborated with other municipalities.

PerfectMind will allow integration between the current hardware in place in facilities (scanning stations, door kickers, receipt printers) and financial export to JDE. PerfectMind has been selected by Ontario municipalities including: The City of Peterborough, Town of Milton, Town of Huntsville, The City of Burlington, and The City of Brampton as well as many other municipalities across the country.

Financially, PerfectMind is a better option for the City of Kawartha Lakes and is offering group discount pricing. We will be piggybacking onto the City of Peterborough's contract which will allow the opportunity to share training costs and best practices. Moving from a hosted environment to a cloud based environment will reduce the upfront costs of purchasing and licensing as well as reduce the IT maintenance requirements of performing system upgrades.

This report addresses the need to secure new Recreation Management Software.

## **Rationale:**

Staff recommends that PerfectMind of British Columbia be selected for the award of Single Source for Recreation Management Software for the price, of \$108,939.00 plus HST.

The Sole Source with PerfectMind will ensure that the new program has compatibility with our new JDE program which other Recreation Management softwares do not have. It will also ensure the same compatibility with some of our previously mentioned hardware currently in place.

If a formal tendering process were initiated the City would miss out on the discount pricing available through the piggybacking with the City of Peterborough and would also bring a potential service disruption into play on November 30, 2017 when the current system ends due to the timelines for a potential tendering process.

Finally, it should be noted that there is no local supplier option for this purchase.

### **Other Alternatives Considered:**

None.

### **Financial Considerations:**

Funds for the Recreation Management Software was approved in the 2017 Capital Budget (IT1719) and are noted in the table below.

<b>Capital Project</b>	<b>Capital Project Budget</b>	<b>Other Committed Funds * (see below)</b>	<b>Capital Project Balance</b>	<b>Tender Amount (incl HST)</b>	<b>HST Rebate</b>	<b>Total Tender Cost</b>	<b>Capital Project Balance</b>
928171901. 17040.9000 (IT1719)	\$180,000	0	\$180,000	\$123,101	(\$12,245)	\$110,856	\$69,144

\*There are currently no other committed funds at this time.

Any remaining surplus or deficit will be dealt with through the Capital Close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

This initiative aligns with the Corporate Strategic Goals and Enablers. Specifically it touches Enabler 3: Municipal Service Excellence.

### **Review of Accessibility Implications of Any Development or Policy:**

N/A

**Servicing Comments:**

N/A

**Consultations:**

Nicole Owens, General Clerk  
Shelley Cooper, Community Partnerships and Programs Supervisor  
Kari Kleven, Manager, Information Technology

**Attachments:**

N/A

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**Department Head:** Craig Shanks, Director of Community Services

**Department File:** 2017-23-SS