

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8954 authorizing execution of an agreement with Bockyn LLC for the purchase, implementation, and maintenance of the Bellevue Parks and Community Services Activity Registration and Facility Scheduling System and citywide Point of Sale (POS) System.

FISCAL IMPACT

This agreement obligates the City to an amount up to \$166,200, which includes a contingency for change orders of no more than \$30,000. The agreement is for a three-year term with an option to renew. This agreement will be fully funded from application reserves in the Information Technology Fund (Fund 5270), and there is sufficient funding in the 2015-2016 Budget to complete this project.

STAFF CONTACTS

Angela Ferguson, Administrative Supervisor, 452-4180
Parks and Community Services Department

Toni Cramer, Chief Information Officer, 452-2972
Information Technology Department

POLICY CONSIDERATION

Should the City Council authorize the City Manager to execute an agreement with Bockyn, LLC to purchase, implement and maintain an Activity Registration and Facility Scheduling System to be utilized by the Parks and Community Services Department and the Point of Sale function to be used by a number of other City departments for transaction receipting, as well as, authorize the City Manager or his designee, to execute future change orders?

BACKGROUND

The City's Parks and Community Services, Finance, and Information Technology Departments are partnering to purchase and implement new Activity Registration, Facility Scheduling, and Point of Sale systems. The City currently uses the Class Activity Registration and Facility Scheduling System and Point of Sale module for citywide receipting, but the outdated system is being phased out by the vendor at the end of 2016.

A competitive RFP process was completed and City has selected BlueRec Recreation Management Software from Bockyn LLC as the preferred vendor. The BlueRec Software uses cutting edge technology and has been successfully implemented by over 100 clients throughout the United States. Based on a competitive review, the City found BlueRec Software to be most responsive to the business needs of the City, the customer service needs of our program participants, and provides the technological functionality needed to effectively manage complex businesses that generate approximately \$5.25 million from Parks and over \$630 million in Point of Sale transactions from other designated departments annually.

The proposed system will improve both the customer access to the City's programs and facilities, plus the City's administration of the registration and reservation process. The system will allow the City to effectively process over 30,000 customer registrations per year for approximately 1,500 program offerings. In addition, the scheduling component will help us manage reservations

for 126 different facilities and sports fields located throughout the City. Other benefits of the proposed system include the following:

- Improved internet self-registration
- Improved coded membership with the option to use barcode on phone or a card
- Improved accounts receivable tracking, aging, and collection
- Cutting edge technology platform for easier search and registration process for customers and staff
- Improved tracking, reporting and internal controls.

The proposed agreement includes software implementation, system configuration, interfaces, project management, employee training, and annual maintenance. Because change orders may be necessary before the agreement is completed, staff asks for the authority to enter into additional change orders that total no more than \$30,000. At this point, staff is not able to estimate the exact number or cost of potential change orders which may be associated with additional interfaces to software currently being developed for Point of Sale receipting throughout the city. Having an agreement contingency will help minimize the time and cost involved in processing change orders, especially when many of them may be for small dollar amounts.

TERMS OF AGREEMENT

This agreement is valid through December 2018. At the end of this period the City of Bellevue will have the option to extend the agreement or go out for rebid.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately.

OPTIONS

1. Adopt the Resolution authorizing execution of an agreement with Bockyn LLC for the purchase, implementation, and maintenance of the Bellevue Parks and Community Services Department's Activity Registration and Facility Scheduling System and citywide Point of Sale (POS) System.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 8954 authorizing execution of an agreement with Bockyn LLC in the amount of \$166,200, for the purchase, implementation, and maintenance of the Bellevue Parks and Community Services Department's Activity Registration and Facility Scheduling System and citywide Point of Sale (POS) System.

ATTACHMENT

Proposed Resolution No. 8954

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Copy of Agreement