

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JASON PARRISH, ADMINISTRATIVE SERVICES OFFICER  
RECREATION & PARKS  
SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT NUMBER F001345 WITH PERFECTMIND INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Recreation and Parks Department that the Council, by resolution, approve a First Amendment to Professional Services Agreement Number F001345 with Perfectmind Inc., British Columbia, for recreation management software to extend the contract for an additional five (5) years and increasing compensation by \$341,000, for a total contract amount not to exceed \$711,340.

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EXECUTIVE SUMMARY

This item seeks to extend the term of the current recreation management software contract with Perfectmind Inc. by an additional five years, from 2022 through 2027. This extension totals \$341,100, which equals \$68,220 annually over the five years, and conforms to the terms of service approved by the City Council as part of the original Perfectmind professional services agreement in 2017. This software will be utilized 24/7, 365 days a year in the collection of approximately \$3.5 million annually in General Fund revenue.

BACKGROUND

In 1999, the Recreation & Parks Department implemented the "CLASS" recreation management software to process activity registrations, facility reservations, point of sale transactions, financial reporting, cash tracking and online registration. On December 31, 2017 the parent company, Active Network, LLC, ceased support of the software.

In 2016, an RFP was conducted to replace and update technology for the recreation management system. Perfectmind Inc. was determined as the most qualified responder and the City Council awarded a \$370,240 contract on February 7, 2017 with full activation on February 2, 2018.

PRIOR CITY COUNCIL REVIEW

On February 7, 2017 the City Council, by Resolution No. RES-2017-016, awarded Perfectmind Inc. a 5-year Professional Services Agreement totaling \$370,240.

ANALYSIS

The PerfectMind platform is used on an annual basis to register approximately 22,000 participants for classes, book 9,000 facility rental reservations, sell 90,000 admission tickets at Howarth Park and process over \$3,500,000 in General Fund revenue.

The original service contract included the option to extend licensing for an additional five years with a maximum not to exceed cost of \$370,240; the current proposed extension includes an increase in total not-to-exceed compensation of \$341,100. Costs in the five-year extension are lower than the first five years due to the lack of development, implementation and training costs associated with the initial year.

FISCAL IMPACT

Annual software licensing costs of \$68,220 will be offset by the \$58,350 currently budgeted for the PerfectMind system. The cost difference is anticipated from existing budgeted resources with no additional net increase to the General Fund.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT NUMBER  
F001345 WITH PERFECTMIND INC.  
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ATTACHMENTS

- Resolution/Exhibit A – First Amendment to Professional Services Agreement  
Number F001345

CONTACT

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