



AGENDA
DEKALB PARK DISTRICT BOARD OF COMMISSIONERS

Hopkins Community Center
1403 Sycamore Road
Thursday, June 10, 2021

6:00 pm Special Meeting

- I. Meeting Called to Order, Roll Call
- II. Action on the Agenda
- III. Public Comments
- IV. New Business
 - a. Action on Recreation Software
- V. Closed Session

The Board will enter Closed Session to discuss:

 - a. Collective negotiation matters between the public body and its employee or their representatives – 5 ILCS 120/2(c)2
 - b. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body - 5 ILCS 120/2(c)(1)
- VII. Reconvene Open Meeting
- VI. Adjourn Public Meeting

Date of Notice: June 8, 2021

Date of Next Regular Board Meeting: June 17, 2021

Assistive services will be provided upon request



Special Board of Commissioners Meeting

June 10, 2021

SUBJECT: Action on Recreation Management Software

SUBMITTING DEPARTMENT: Recreation

BACKGROUND INFORMATION:

March 12, 2021 the DeKalb Park District released a request for proposal pertaining to a new Recreation Management Software. It was posted on the District's website and emailed to several vendors. The District received two (2) proposals from Perfect Mind and Rec Trac.

Staff have reviewed all proposals for the Recreation Management Software RFP (RFP #21-001) and recommends to reject all proposals selecting our existing vendor Active Net for our registration software. As stated in the RFP, *"The Park District reserves the right to reject any and all proposals and to waive technicalities and informalities when such waiver is determined by the Park District to be in its best interest."* Additionally, legal counsel has confirmed the Park District has the right to reject any and all proposals and continue working with an existing vendor.

Active Net is the parent company to Max Galaxy and is honoring our current annual fee of \$7,560. If we were a new client of Active Net, this fee would be three times our annual cost. The fee for Active Net is lower in comparison to those who submitted a RFP. Stated in our current contract, Max Galaxy may choose to raise the price on an annual basis, not to exceed five percent (5%) year over year. This is also present in the new contract with Active Net. Speaking with representation, a price increase is not projected in the first and second year of the contract. Max Galaxy did not raise the annual fee since the signed agreement in 2018.

Active Net is the only vendor who can transfer client information from Max Galaxy to their software system during the implement phase. This work is included in the implementation fee of \$12,687.50. The implementation fee is a one-time cost to the District, not an annual fee. Active Net is the also the only vendor who was able to commit to implementing a software prior to support ending support for Max Galaxy this October.

Selecting Active Net will result in a reduction to the FY2022 Capital Improvement Plan. This is due to Active Net supporting majority of the current hardware Max Galaxy utilizes. Due to a new credit card processing element, the District will be required to purchase new credit card terminals at all sites. Credit card terminals currently cost between \$500 and \$800 a unit. Active Net has confirmed they are currently



Schedule

Company Address 717 North Harwood Drive, Suite 2500
 Dallas, TX 75201
 US

Created Date 6/2/2021
 Quote Number 00121034
 Currency USD

Prepared By Sharon Kramer
 Opportunity Owner Jared Kasten
 Owner Email jared.kasten@activenetwork.com

Contact Name John Shea
 Phone 779 777-7265
 Email jshea@dekalbparkdistrict.com

Bill To Name DeKalb Park District
 Bill To Contact John Shea
 Bill To Address 1403 Sycamore Road
 DeKalb, IL 60115 United States

Ship To Contact John Shea
 Ship To Address 1403 Sycamore Road
 DeKalb, IL 60115 United States
 Total Processing Volume USD 2,373,384.08

Product	Product Type	Description	Quantity	Fee %	Total Price	Total Discount Amount
ACTIVENet - (credit card refunds - flat fee)	SaaS		1		0.10	USD 0.00
ACTIVENet - ACH Remittance- Every 1 week	Service		1			
ACTIVENet - Annual Subscription Fee	SaaS		1		7,560.00	
ACTIVENet - Functionality: Facilities	SaaS		1			
ACTIVENet - Functionality: League Management	SaaS		1			
ACTIVENet - Functionality: Memberships	SaaS		1			
ACTIVENet - Functionality: POS (Point-of-sale)	SaaS		1			
ACTIVENet - Functionality: Program & Activity Registration	SaaS		1			
ACTIVENet - Public Interface - Online Transaction Fee	SaaS	Migration Loyalty Rates for first term of contract for U.S. organizations exceeding \$30,000,000 in annual revenue through ACTIVE Net.	1	2.65		
ACTIVENet - Public Interface Fee Set up - absorbed by client	SaaS		1			
ACTIVENet - SaaS						
		ACTIVE Net Service Package STANDARD 5 consists of the following Services: <ul style="list-style-type: none"> • remote business process review • remote functionality review & data collection preparation • remote data collection review • remote data entry (system inventory and policy controls) • remote user testing • LMS training • remote supplemental training 				



Schedule

ACTIVENet - Service Package Standard 5	Service	<ul style="list-style-type: none"> • remote Go Live preparation • remote go live support • remote hardware configuration • remote system optimization training <p>The scope of Services is contained to the 5 functionalities of choice.</p> <p>50% of total Service costs will be billed at Service initiation, payable within 30 days of the date of invoice.</p> <p>50% of total Service costs will be billed at Service completion, payable within 30 days of the date of invoice.</p>	1		11,987.50	USD 11,987.50
ACTIVENet - Staff Interface - Payment Processing Fee - Credit Card	SaaS	Rates for organizations between \$1,500,000 to \$8,000,000 in annual revenue through ACTIVE Net.	1	2.65		
ACTIVENet - Staff Interface - Payment Processing Fee - Electronic Cheque/Check Processing	SaaS		1	0.50		
ACTIVENet - Support Advanced Package	Maintenance	Support package for organizations migrating to ACTIVE Net.	1			
ACTIVENet - Technical Services: Customer Import	Service	ACTIVE Net Technical Services: Customer Import consists of the following Services: <ul style="list-style-type: none"> • remote configuration, testing & training 	1		700.00	USD 700.00

Total Price USD 20,247.50

Service Total 12,687.50

Annual Projected Contract Value USD 28,315.24

Active reserves the right, and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Software and Services that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

By signing this Schedule, you agree to the terms and conditions governing your use of the Software and Services as set forth at:

General Terms - <http://www.activenetwork.com/general-terms>

Product Terms - <http://www.activenetwork.com/membership-terms>

Third Party Hardware Product Attachment - <http://www.activenetwork.com/thirdpartyhardware-terms>

Quote Acceptance Information

Client

Active Network, LLC

Signature:

Signature:

Name:

Name:



Schedule

Title:

Date:

PO# (if applicable):

Title:

Date:
