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**Title:** CONSIDER APPROVING AMENDMENT NO. 1 TO CONTRACT SERVICES AGREEMENT NO. 21-032 WITH ACTIVE NETWORK, LLC FOR ACTIVITY REGISTRATION AND FACILITY RESERVATION SOFTWARE SERVICES (CITY COUNCIL)

**Sponsors:** Community Services

**Indexes:**

**Code sections:**

**Attachments:** 1. Contract No. 21-032 between the City of Carson and Active Network, LLC, 2. Amendment No. 1 to Contract No. 21-032

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, June 04, 2024

Consent

**SUBJECT:**

**CONSIDER APPROVING AMENDMENT NO. 1 TO CONTRACT SERVICES AGREEMENT NO. 21-032 WITH ACTIVE NETWORK, LLC FOR ACTIVITY REGISTRATION AND FACILITY RESERVATION SOFTWARE SERVICES (CITY COUNCIL)**

**I. SUMMARY**

On March 16, 2021, the City entered into a three-year contract with Active Network, LLC (ActiveNet) to provide activity and facility reservation software and related services for the Department of Community Services/Recreation/Park Maintenance for a not-to-exceed contract sum of \$250,000 (City Contract No. 21-032; Exhibit No. 1). Since then, Community Services has successfully implemented ActiveNet throughout the Department, streamlined reservations operations, and enhanced its service to the public. Given the positive impact of ActiveNet, staff is recommending that that the City Council approve the proposed Amendment No. 1 (Exhibit No. 2), which would authorize a two-year extension of the service at a cost of \$120,000, thereby increasing the total not-to-exceed Contract Sum from \$250,000 to \$370,000.

**II. RECOMMENDATION**

1. APPROVE Amendment No. 1 to the Agreement for Contract Services by and between the City of Carson and Active Network, LLC (Exhibit No. 2; "Amendment No. 1").
2. AUTHORIZE the Mayor to execute Amendment No. 1, following approval as to form by the City Attorney.

### III. ALTERNATIVES

TAKE another action City Council deems appropriate.

### IV. BACKGROUND

On November 19, 2020, the City issued RFP No. 20-029 inviting interested firms to submit proposals for an activity registration and facility reservation software platform. Specifically, vendors were required to provide a cloud-based program that facilitates recreation program registration, indoor and outdoor facility reservations, fitness and boxing program memberships, citywide youth sports league management, point-of-sale (POS), marketing, and financial and program statistics reporting. Active Network, LLC (ActiveNet) was selected as the most qualified firm on the basis of demonstrated competence of the criteria dictated in the RFP. ActiveNet also provided a competitive price based on industry and market rates staff surveyed from other public agencies that utilize comparable cloud-based software platforms. On March 16, 2021, City Council approved a three-year contract with ActiveNet for a not-to-exceed contract sum of \$250,000 (the "Contract"). The Department has since successfully implemented ActiveNet in its daily operations to streamline reservations, thereby improving public service.

Per the Contract, the City has three options to extend the initial three-year term of the Contract, each for a two-year extension period (for a maximum possible Contract term of nine years). To ensure uninterrupted service, the proposed Amendment No. 1, effective retroactively as of March 16, 2024, would exercise the City's first of its three options to extend, thereby authorizing a two-year extension for Tasks 5 through 7 per the Contract, which are the ongoing software and license services including: (i) an annual subscription to the ActiveNet Software-as-a-Service with support services, licenses, hosting, database backups, upgrades, etc. (Task 5); (ii) ActiveNet Connect (Task 6); and (iii) ActiveNet Captivate (Task 7).

The annual cost for each year of the extension period is \$46,635 for Task 5; \$2,400 for Task 6; and \$7,000 for Task 7; thus, resulting in a two-year cost of \$112,070 plus \$1,735.82 in applicable sales taxes. With the inclusion of \$3,097.09 in annual contingencies for each year of the two-year extension period, the total not-to-exceed cost of Amendment No. 1 is \$120,000. Adding that to the original Contract Sum of \$250,000 increases the not-to-exceed total Contract Sum to \$370,000.

Staff recommends that City Council approve the proposed Amendment No. 1, which details

all the proposed tasks necessary for uninterrupted activity and facility reservations for City programs and events at an additional cost of \$120,000.00 over the two-year extension term resulting in a total not-to-exceed Contract Sum of \$370,000.00.

## **V. FISCAL IMPACT**

Funds for this service were included in the adopted FY 2023-2024 budget and will be incorporated in future budgets in Account No. 101-90-901-100-6004.

## **VI. EXHIBITS**

1. Contract No. 21-032 between the City of Carson and Active Network, LLC (pgs. 4-61)
2. Amendment No. 1 to Contract No. 21-032  
(pgs.62-68)

Prepared by: Michael Whittiker, Director of Community Services/Recreation/Park Maintenance and Toni Costanzo, Senior Administrative Specialist