

Memorandum

TO: Alexandra Orologas,
Vivian Inman, Compliance Officer
CC: City Clerk's Office
Project File
FROM: Paula Peav, Administrative Analyst II
THROUGH: Debbie Barnes, Contracts and Compliance Director *DBarnes*
DATE: May 5, 2016
Re: **REQUEST FOR PROPOSALS FOR PARKS AND RECREATION
MANAGEMENT SOFTWARE (RFQ 6008)**

On 5/5/16, proposals were due by 2:00 PM to the Office of the City Administrator, Contracts and Compliance Division for the above named project. Below are the consultants who submitted a complete proposal by the required deadline to 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3341:

1. ACTIVE NETWORK, LLC

Attn: Darko Dejanovic,
Chief Executive Officer
717 N. Harwood Street, Suite 2500
Dallas, TX 75201
Main: 888.543.7223, Direct 760.842.6560
darko.dejanovic@activenetwork.com

2. PERFECTMIND INC.

Attn: Darin Recchi,
Vice President of Sales
110-980 West 1st Street
North Vancouver, BC V7P 3N4
Main: 604.256.5285
darin.recchi@perfectmind.com

Attached is the Consultant's Checklist of the Required Proposal Elements and Schedules that were submitted by each consultant. Only Schedules E (Project Consultant Team), and O (Campaign Contribution Limits) were required to be submitted with the proposals. All other schedules are due prior to contract execution. Please follow up with the selected consultant to secure the remainder of the contract Schedules and forms.

One copy of the proposals has been retained in order to conduct a compliance review. Upon completion of the compliance review, a compliance analysis memo will be forwarded to you by the assigned Compliance Officer, Vivian Inman.

Should you have questions, please feel free to contact me at ext. 3190 or ppeav@oaklandnet.com.

Attachment: Consultant's Checklist

CITY OF OAKLAND
CONTRACTS AND COMPLIANCE DIVISION
CONSULTANT'S CHECKLIST
RFQ 6008
RFP FOR PARKS AND RECREATION MANAGEMENT SOFTWARE

	ACTIVE NETWORK, LLC		PERFECTMIND INC.	
Description	Submitted	Not Submitted	Submitted	Not Submitted
Required Proposal Elements and Format				
Submitted 8 copies & CD	X			X
Required Credentials/License (N/A)	N/A		NA	
Transmittal Letter	X		X	
Executive Summary	X		X	
Project Team	X		X	
Project Personnel	X		X	
Relevant Experience	X		X	
References	X		X	
Project Approach/Plan	X		X	
Responses to Requirements	X		X	
Service & Support	X		X	
Cost Proposal/Billing Rates	X		X	
Exceptions to Specifications	X		X	
Agreements and Warranties	X		X	
Signed Statement from CEO regarding Software License and Maintenance Professional Service Agreement	X		X	
*Required Forms and Schedules due with Proposal				
Addendum No. 1 dated April 12, 2016		X	X	
Addendum No. 2 dated April 14, 2016		X	X	
Addendum No. 3 dated April 28, 2016		X	X	
Schedule E - Project Consultant Team Listing	X		X	
Schedule O - Contractor Acknowledgement of City of Oakland Campaign Contribution Limits	X		X	
Requested Contract Changes (Yes or No)	YES		YES	

Prepared by: Paula Peav

Date : 5/5/16

Notes:

The only Schedules that were required at the time of Submittal are Schedule E and Schedule O.

***Active Network LLC did not submit signed addenda**

***Perfectmind Inc submitted 8 copies of the proposal but did not submit an electronic proposal on CD**



INTER OFFICE MEMORANDUM

TO: Alexander Orologas

FROM: Deborah Barnes, Director
Contracts and Compliance

SUBJECT: Compliance Analysis

DATE: May 17, 2016

RFP for Parks and Recreation Management Software

City Administrator's Office, Contracts and Compliance Unit conducted compliance reviews for two (2) proposals in response to the above referenced project. An availability analysis was performed, based on the results the City's Local and Small Local Business Enterprise Program (L/SLBE) was waived. Below is the review for the firm's compliance with the Equal Benefits Ordinance (EBO).

Non-Compliant to EBO Policies		Proposed Participation					Earned Credits and Discounts		Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name Non-Certified Firms	Original Bid Amount	Total LBE/ SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points		
Active Network, LLC	NA	0%	0%	0%%	0%	0%	NA	NA	NA	Y
PerfectMind, Inc.	NA	0%	0%	0%%	0%	0%	NA	NA	NA	Y

Comments: An availability analysis was performed for this project. Based on the results the City's Local and Small Local Business Enterprise Program was waived. Neither one of the above firms is EBO compliant.

Should you have questions or need additional information, please contact Vivian Inman, Contract Compliance Officer at ext. 6261.



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: RFP for Parks and Recreation Management Software

CONSULTANT/CONTRACTOR: Active Network

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	NA	

1. Did the 50% local/small local requirement apply: NO

2. Did the contractor meet the 50% requirement NA

a) % of LBE participation 0.00%

b) % of SLBE participation 0.00%

c) % of VSLBE participation 0.00%

3. Did the contractor receive bid discount/preference points? NA

(If yes, list the points received)

4. Additional Comments.

An availability analysis was performed for this project. Based on the results the City's L/SLBE requirements were waived.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/17/2016

Date

Reviewing Officer:

Vincent J. ...

Date: 5/17/2016

Approved By:

Shelley Darenburg

Date: 5/17/2016



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFP for Parks and Recreation Management Software

CONSULTANT/CONTRACTOR: PerfectMind, Inc.

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's
Estimate

NA

Bid discounted amount:

N/A

Preference Points:

NA

1. Did the 50% local/small local requirement apply:

NO

2. Did the contractor meet the 50% requirement

NA

a) % of LBE
participation

0.00%

b) % of SLBE
participation

0.00%

c) % of VSLBE
participation

0.00%

3. Did the contractor receive bid discount/preference points?

NA

(If yes, list the points received) _

4. Additional Comments.

An availability analysis was performed for this project. Based on the results the City's L/SLBE requirements were waived.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/17/2016

Date

Reviewing
Officer:

Vivian Armar

Date: 5/17/2016

Approved By:

Shelley Oarensburg

Date: 5/17/2016

LBE/SLBE Participation PerfectMind, Inc.

Project Name: RFP for Parks and Recreation Management Software

Project No.:		NA		Engineer's Estimate			Under/Over Engineers Estimate:				For Tracking Only		
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	Ethn.	MBE	WBE		
PRIME	PerfectMind, Inc.	North Vancouver	UB					100.00%	NL				
Project Totals				0.00%	0.00%	0.00%	0.00%	100.00%		0.00%	0.00%		
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OR 50%	SLBE 25%	VSLBE	TOTAL LBE/SLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed				
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise									



Original date May 17, 2016.

INTER OFFICE MEMORANDUM

TO: Alexander Orologas

FROM: Deborah Barnes, Director *DB*
Contracts and Compliance

SUBJECT: Compliance Analysis

DATE: May 24, 2016 (revised)

RFP for Parks and Recreation Management Software

City Administrator's Office, Contracts and Compliance Unit conducted compliance reviews for two (2) proposals in response to the above referenced project. An availability analysis was performed, based on the results the City's Local and Small Local Business Enterprise Program (L/SLBE) was waived. Below is the review for the firm's compliance with the Equal Benefits Ordinance (EBO).

Non-Compliant to EBO Policies		Proposed Participation					Earned Credits and Discounts		Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name Non-Certified Firms	Original Bid Amount	Total LBE/ SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points		
Active Network, LLC	NA	0%	0%	0%%	0%	0%	NA	NA	NA	N
PerfectMind, Inc.	NA	0%	0%	0%%	0%	0%	NA	NA	NA	N

Comments: An availability analysis was performed for this project. Based on the results the City's Local and Small Local Business Enterprise Program was waived. Neither one of the above firms is EBO compliant. They will have to come into compliance prior to full contract execution.

Should you have questions or need additional information, please contact Vivian Inman, Contract Compliance Officer at ext. 6261.



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: **RFP for Parks and Recreation Management Software**

CONSULTANT/CONTRACTOR: Active Network

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

**Over/Under Engineer's
Estimate**

NA

Bid discounted amount:

N/A

Preference Points:

NA

1. Did the 50% local/small local requirement apply: NO

2. Did the contractor meet the 50% requirement NA

a) % of LBE participation **0.00%**

b) % of SLBE participation **0.00%**

c) % of VSLBE participation **0.00%**

3. Did the contractor receive bid discount/preference points? NA

(If yes, list the points received)

4. Additional Comments.

An availability analysis was performed for this project. Based on the results the City's L/SLBE requirements were waived.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/17/2016

Date

**Reviewing
Officer:**

Vijai Sharma

Date: 5/17/2016

Approved By:

Shelley Darenburg

Date: 5/17/2016

Project Name: RFP for Parks and Recreation Management Software											
Project No.: NA		Under/Over Engineers Estimate:									
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages			
								For Tracking Only			
								Ethn.	MBE	WBE	
PRIME	Active Network	Dallas	UB					100.00%	NL		
Project Totals										0.00%	0.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									TOTAL	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed
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CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFP for Parks and Recreation Management Software

CONSULTANT/CONTRACTOR: PerfectMind, Inc.

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's
Estimate

NA

Bid discounted amount:

N/A

Preference Points:

NA

1. Did the 50% local/small local requirement apply:

NO

2. Did the contractor meet the 50% requirement

NA

a) % of LBE
participation

0.00%

b) % of SLBE
participation

0.00%

c) % of VSLBE
participation

0.00%

3. Did the contractor receive bid discount/preference points?

NA

(If yes, list the points received) _

4. Additional Comments.

An availability analysis was performed for this project. Based on the results the City's L/SLBE requirements were waived.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/17/2016

Date

Reviewing
Officer:

Vivian Arana

Date: 5/17/2016

Approved By:

Shelley Darenburg

Date: 5/17/2016

LBE/SLBE Participation PerfectMind, Inc.

Project Name: RFP for Parks and Recreation Management Software

Project No.:		NA		Engineer's Estimate		Under/Over Engineers Estimate:				For Tracking Only		
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	Ethn.	MBE	WBE	
PRIME	PerfectMind, Inc.	North Vancouver	UB					100.00%	NL			
Project Totals				0.00%	0.00%	0.00%	0.00%	100.00%		0.00%	0.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OR 50%	SLBE 25%	VSLBE	TOTAL LBE/SLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed			
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