Parks and Recreation Management Software Replacement Project

Project Description

The Parks and Recreation Service Unit uses the CLASS software application for the administration of parks operations such as program and class registration, client management, facility rentals, reporting, and other functions. CLASS is provided by the Active Network which is discontinuing the product in December 2017. A replacement for the CLASS system must be identified and deployed to continue park operations.

In response to this need the Parks and Recreation and Information Technology units formed a project team to identify a new software solution to replace CLASS. The team has met regularly and identified software functional requirements, potential process changes, developed a request for proposal, reviewed proposals and selected a vendor. Moving forward the team will oversee the testing, deployment, training, and maintenance of the new solution.

The new solution is planned to go into production in February 2017. This will allow 10 months of support of the CLASS application as a contingency plan.

Request for Proposal

The project team collaborated with Purchasing and Legal to develop a Request for Proposal (RFP) which was published on March 21, 2016.   On the response deadline, April 22nd, 2016. Six (6) vendors submitted qualified proposals for consideration.

The project team performed an evaluation of each proposal based on the criteria described below using a 100-point system:

Professional Qualifications - 5 points   Implementation Approach - 15 Points
Functionality - 30 points   Support and Training – 20 Points
Technology - 25 points   Fee Proposal - 5 points

The table below documents the scores of each vendor's proposals. Product demonstrations were requested from the vendors with the four highest scores. In consideration of the evaluation criteria and demonstrations Rec1 was recommended by consensus of the project team.

Vendor	Professional Qualifications (5)	Functionality (30)	Technology (25)	Implementation Approach (15)	Support and Training (20)	Fee Proposal (5)	Total Points By Vendor
CommunityPass	3	20	20	10	20	2	75
MaxGalaxy	5	20	20	10	15	5	75
Perfect Mind	5	25	20	15	20	0	85
Rec1	5	25	25	15	20	5	95
RecPro	5	20	25	10	5	5	70
RecTrac	5	25	5	15	20	0	70

Project Timeline

The following tasks of the project remain to be completed:

	Task		Date		
☐	Contract Signed	⋯			
☐	Draft Project Plan Released	⋯	July 01		
☐	Project Plan Sign Off	⋯	July 15		
☐	Draft Test Plan Released	⋯	July 25		
☐	Test Plan Sign off	⋯	August 12		
☐	Migration and configuration begins	⋯			
☐	Deploy / Implement Test System	⋯			
☐	Training	⋯	January 09, 2017		
☐	Go Live	⋯	February 06, 2017		
☐	System Reliability Testing	⋯	February 28, 2017		
☐	Approvals Sign Off	⋯	February 28, 2017		
☐	Conduct an internal post-project review meeting	⋯			Closure
☐	Document lessons learned	⋯			Closure
☐	Conduct external project closure meeting	⋯			Closure
☐	Complete Project Closure Survey	⋯			Closure
☐	Obtain customer sign-off/acceptance	⋯			Closure
☐	Project Closure Report	⋯	April 11, 2017		

Resources

Project Sharepoint Site:
https://a2central.a2gov.org/Projects/parks-recreation-management/default.aspx

Project Plan:
https://a2central.a2gov.org/Projects/parks-recreation-management/Lists/Tasks/AllItems.aspx

Project Documentation:
https://a2central.a2gov.org/Projects/parks-recreation-management/default.aspx