



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form **must** be submitted to the City of Santa Fe, Purchasing Division for authorization, determination, and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 07/17/2023

*Prepared By: Jaclyn Henley

*Title: ITT Project Manager

*Vendor Name: Vermont Systems

*Address: 12 Market Place

*City: Essex Junction

*State: Vermont

*Zip Code: 05452

*Description of Goods/Service to be procured: Recreation Center Management Software

*Estimated Cost: \$141,757 + Tax

Term of Contract: (One (1) year from award) One (1) Year Term

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction, or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

Scope of Work

The Contractor shall perform the following work: Work is to be performed in accordance with Exhibit A. Quote: 23593405. Deliverables stated for Vermont Systems Enterprise Software Solutions. Vermont Systems shall provide RecTrac 3.1 Recreation Tracking Software, their customer reservation and in-house cashiering Enterprise software solution, 148hrs discovery and training, 16hrs Golf and Tee times set up and training, Web Trac set up, 20 Star CD3 Cash Drawer Dumb, 18 Honeywell Genesis Barcode Scanner, 16 Star TSP143IIIU Thermal Printer, 250 Key Fob Pre-Printed (TEEN CENTER), 500 Key Fob Pre-Printed (All Recreation Locations).



City of Santa Fe, New Mexico

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

The contractor has affirmed sole source for the services, construction, or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights, or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction, or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

3. Explain why other similar professional services, services, construction, or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

1. Unlike other, similar software solutions, Vermont Systems’ product is fully compatible with Tyler Munis, which is expected to continue to be the City’s financial software system going forward long-term and book of record.
2. Unlike other, similar software solutions, Vermont Systems’ product includes credit card clearinghouse services, which eliminates the need for a contract with a third-party credit card clearinghouse.
3. Unlike other, similar software solutions, Vermont Systems’ product is not just a solution for the management of recreational centers, but also park facilities and golf courses.



City of Santa Fe, New Mexico



***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

7/19/23

Travis Dutton-Leyda, CPO
Purchasing Officer for the
City of Santa Fe

Date

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Travis Dutton-Leyda, CPO
Purchasing Officer for the
City of Santa Fe

Date

***Required Attachments:**

- *Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*
- *Quote from sole source Contractor*
- *Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*

Prepared For: **City of Santa Fe, NM**

Contact Name: Jackie Henley

Prepared by: Ricci Skitzis

Contact Email: jhenley@santafenm.org

Email: RicciS@vermontsystems.com

Contact Phone:

Phone: 802-255-2112

Quote Notes: Pricing is based on inclusion of VS Cloud Hosting, RecTrac Subscription Software/Service Items & PayTrac

Services	Annual Subscription Price (Recurring)
Vermont Systems Enterprise Software Solution for:	
Includes the following:	
VSI Cloud Hosting for 80 Concurrent Users	
RecTrac Enterprise Software for 80 Concurrent Users	
WebTrac Enterprise Software for eCommerce	
RecTrac/WebTrac modules to include: Activity Registrations, Facility Reservations, POS/Inventory/Tickets	
Pass Management, Locker Rental, League Scheduling, Court Reservations, Golf Tee Times, Mobile RecTrac	
InteliTrac Business Intelligence for 5 Viewers (powered by Sisense embedded Analytics)	
General Ledger Interface, Activity Brochure Custom Interface, SMS Texting (for 60,000 yearly texts)	
Mobile WebTrac (Patron Access), WebTrac Splash Page, RecTrac Single Sign on (SSO), 4 Kiosks,	
PayTrac Credit Card Payments - %X & \$X Per Transaction (eCheck also available)	
PayTrac Payments - Monthly Services per Merchant for 3 Merchants ID's	
Total:	\$90,420.00

Training & Expenses	Qty	Unit	Unit Price	Price
3.1 Discovery Time - Remote (estimated)	16	Hour	\$175.00	\$2,800.00
Setup/Training Time - Remote	132	Hour	\$175.00	\$23,100.00
Setup/Training Time - Golf Tee Times	16	Hour	\$175.00	\$2,800.00
WebTrac Setup & Configuration (estimated)	12	Hour	\$175.00	\$2,100.00
				\$0.00
Total:				\$30,800.00

Hardware	Qty	Unit Price	Price
Star CD3-1616BK55-S2 Cash Drawer Dumb, 16"x16", Blk, 5B/5C, Cable 1 included	20	\$198.00	\$3,960.00
Honeywell Genesis 7680G 1D/2D Barcode scanner - USB	18	\$499.00	\$8,982.00
Star TSP143IIU, 40 col Thermal Printer, USB, Cutter †(262)	16	\$335.00	\$5,360.00
Key Fob, Teslin, Pre printed 4/1 Qty 250 (Teen Center)	250	\$1.38	\$345.00
Key Fob, Teslin, Pre-printed 4/1 Qty 500 (All Recreation Locations)	500	\$0.95	\$475.00
Shipping	1	\$1,415.00	\$1,415.00
Total:			\$20,537.00

Totals:	
Services (recurring) (prorated year 1)	\$90,420.00
Hardware	\$20,537.00
Training & Expenses	\$30,800.00

Total: \$141,757.00

For planning purposes, the annual recurring cost will be: \$90,420.00

www.vermontsystems.com

sales@vermontsystems.com

Other Products of Possible Interest:

ePACT- Vermont Systems Available Add-on Option: ePACT provides HIPAA compliant Electronic Health Record (EHR), waiver, and emergency form automation. Includes Web & mobile app access to data (including offline) and robust participant communication tools.

† Footnotes:

The RecTrac/WebTrac Enterprise Base Level Application Software is required for all installations. The Base includes: Systems Management, Report Writer, Incident Processing, Dashboard, Global Sales, Household Management, Document Center, Audit Log, POS Lite (Donations, Gift Cards), Touch Processing, ID Integration, Advanced Rule & Fee Configuration, Webspeed Agents, Mobile WebTrac, and the Progress Enterprise RDBMS. VS Premium Support Services are included.

Other available Vermont Systems add-ons options products/services will be priced separately.

Mobile WebTrac provides natively responsive patron access the WebTrac eCommerce Solution. Since Mobile RecTrac is browser based, it is device/OS independent. Functions such enrolling in a class, viewing a calendar of events, making a payment, and displaying their pass barcode are a few of the operations that patrons will be able to access on their phone via the responsive solution. All patron related functions that are developed for WebTrac will be available under this one license fee. In other words, Mobile WebTrac encompasses all of the functions that have been developed across all WebTrac module.

Mobile RecTrac provides access to select staff functions using a smart phone mobile browser. The Mobile RecTrac browser is device/operating system independent. Functions such as Visit Check-In, League Scores Postings, Roster Print, Tee Sheets, and Household Inquiries are a few of the functions that are available to the staff using a smart phone. All current and future Mobile RecTrac staff related functions developed for all RecTrac modules by VSI are included in this one-time license fee, providing that the annual maintenance and support fees are paid.

The General Ledger Interface will create a file consisting of postings made to any GL account with activity in RecTrac for a specified date range. The file format will be in a format that your financial software requires. To determine the file layout and content, we provide a questionnaire to be completed and submitted along with your order. Upon receipt we will contact you to discuss the requirements in relation to the interface. Once requirements are reviewed and approved, the VS Trainer will assist & configure the VS application for the GL interface. The Trainer will show the Customer how to generate the batch export file. At this point, it is the Customer's responsibility to contact the financial software vendor to arrange for assistance to import the daily batch file for automatic posting to the general ledger system. The VS trainer is not responsible for importing the batch files into any third-party application software or for contacting

Important: The RecTrac General Ledger Interface is not and cannot be a cash-receipts interface.

PayTrac - Credit Card Processing transaction fees - Price: X% Per Transaction

PayTrac - Zero fee to you card processing is available with PayTrac Service Fee option. Contact VS Sales team for details.

Hardware (if any) to be sold separately.

Important: Payment Information - All Vermont Systems invoices paid via credit card will have a 3% processing fee applied.

Please refer to Vermont Systems legal page for Privacy Policy information: <https://www.vermontsystems.com/legal>

7/19/2023

City of Santa Fe, NM
200 Lincoln Avenue
Santa Fe, New Mexico 87501

To Whom it May Concern,

Vermont Systems specializes in providing application software and related services for parks and recreation operations across the country. We are proposing our fully hosted, browser-based **RecTrac 3.1** Recreation Tracking Software as the primary solution. RecTrac 3.1 is a comprehensive Parks, Recreation and Golf management system.

This letter confirms that Vermont Systems, Inc. is the sole source for licensing all Vermont Systems application software, as well as for all on-going maintenance support, which includes periodic software upgrades, immediate software repairs, and toll-free telephone support.

Sole Source Justification:

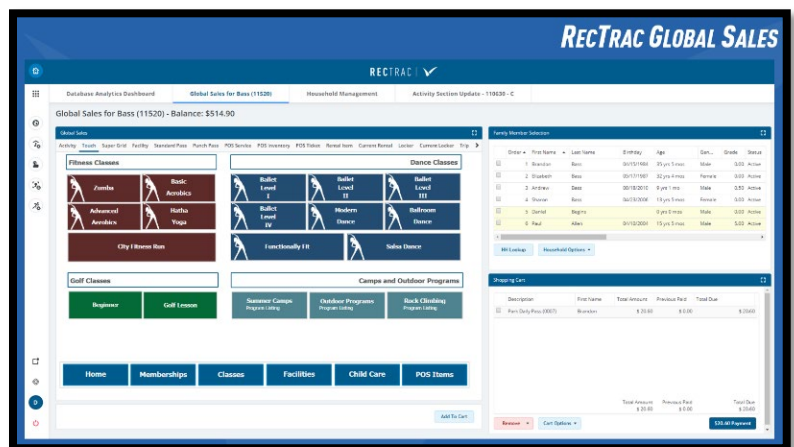
1. Unlike other, similar software solutions, Vermont Systems' product is fully compatible with Tyler Munis, which is expected to continue to be the city's financial software system going forward long-term.
2. Unlike other, similar software solutions, Vermont Systems' product includes credit card clearinghouse services, which eliminates the need for a contract with a third-party credit card clearinghouse.
3. Unlike other, similar software solutions, Vermont Systems' product is not just a solution for the management of recreational centers, but also park facilities and golf courses.

No other vendor has access to Vermont Systems source code, and there are no other authorized Vermont Systems software vendors. This applies to all current VS application software products including RecTrac, MainTrac, GolfTrac, WebTrac, PayTrac, Access Control, Mobile RecTrac, Mobile WebTrac, Mobile MainTrac and Mobile GolfTrac. This is also inclusive of all ID card integration interfaces, and financial application Interfaces including Tyler Munis.

Our proposed RecTrac and WebTrac applications also include the following special characteristics and features:

- Rule and Fees Criteria Engine (providing enhanced business workflow solutions)
- Global Sales across all system modules: one process to transact across all system modules. Sell any services from one process/screen.
- IntelliTrac business Intelligence & analytics
- Built in, standard, custom report building tool
- Screen Design: custom screen building tool providing user defined/flexible system screen layouts
- Touch Screen Sales: Button based item sales across all system modules
- GolfTrac Golf Course/Tee Time management feature (integrated module)
- Enroll-by-Day: “flexible” registration feature
- PayTrac: Fully integrated payment processing for credit cards
- Installment billing (with Autopay)
- WebTrac splash page: customizable Ecommerce landing page
- Finance Software Interface: Standard interface for Tyler Munis
- Single Sign on (SSO)
- SMS Texting
- RecConnect – Target marketing & notification engine (including emails and texts)

Vermont Systems also provides complete managed hosting services for the proposed applications. VS owns and manages redundant servers and communication devices installed at eastern and western data centers. Our solution also includes comprehensive support services. These include unlimited application support, software upgrades with new enhancements, project planning, on-site application training/installation services and available online training. The VS team is here to help ensure your success.

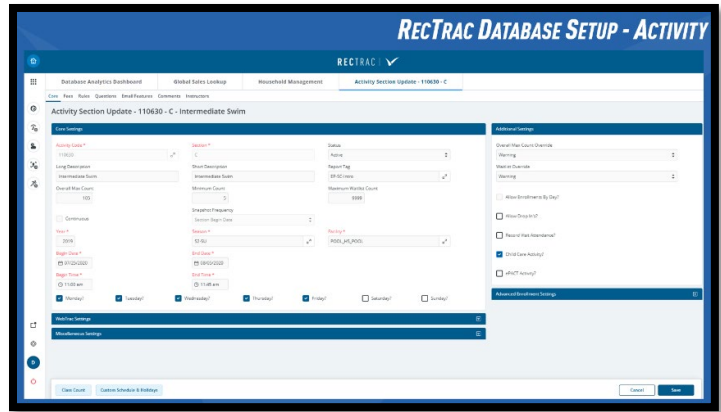


Why Vermont Systems and RecTrac?

- Comprehensive, browser-based solution.
- Innovative user interface.
- Adaptable & flexible.
- Extensive help and support services to empower your team.

Why RecTrac works for the DIRECTOR

- Seamless accounting & accountability.
- Cloud-based and mobile friendly.
- Extensive Reporting.
- Business intelligence & analytics.

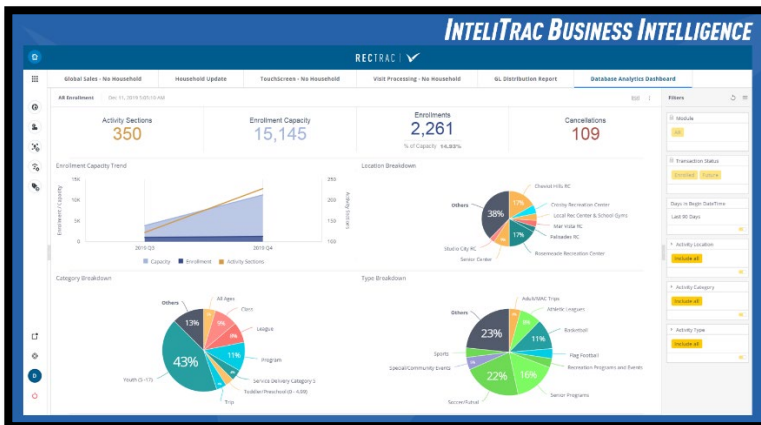


Why RecTrac works for the MANAGER

- Database flexibility.
- Customizable screens: built to fit.
- Real-time eCommerce: WebTrac.
- Integrated, PCI compliant credit card processing.

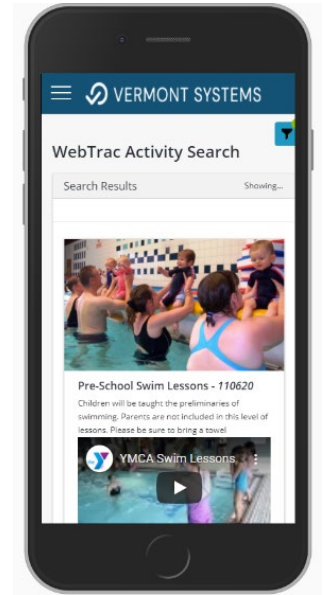
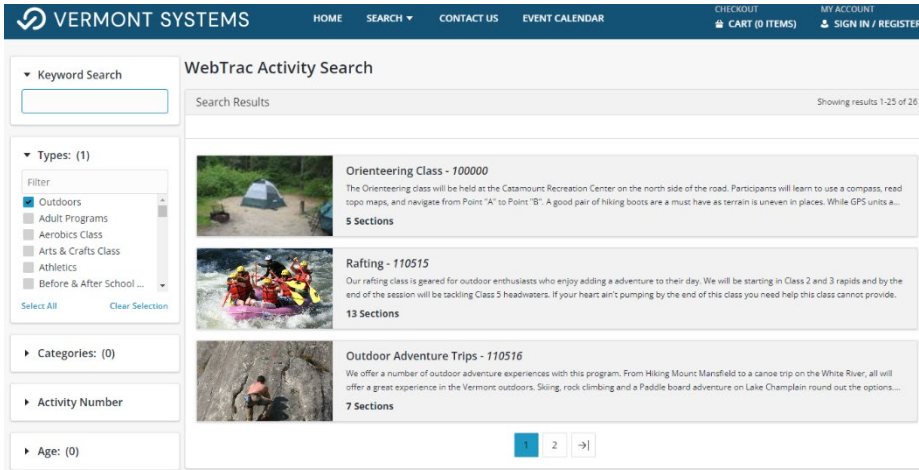
Why RecTrac works for EMPLOYEES

- Simple, easy to learn screens.
- Anywhere access.
- Streamlined end of day reporting.
- Global Sales: "One stop shop".



Why RecTrac works for PATRONS

- Real-time Online Processing: WebTrac.
- Database flexibility.
- Customizable screens: build to fit.



Please feel free to contact us should you require additional information. We look forward to working with you and appreciate your consideration in this proposal process.

Sincerely yours,

David Wirtz

David Wirtz
 Director of Sales