Minneapolis
Park & Recreation Board

Resolution 2018-101

Resolution Approving Five Year Professional Services Agreement with Zuercher Technologies for LETG Software, Hosting, Maintenance, Support, and Related Services for the Minneapolis Park and Recreation Board in the Amount Up to $50,000.00

Whereas, The Minneapolis Park and Recreation Board (MPRB) is authorized to contract with public and private entities in the performance of its functions;

Whereas**,** Since July 1, 2016, Minnesota Courts have required electronic submission of all citations;

Whereas, MPRB staff conducted extensive research and development in selection of a software vendor for electronic submission of citations;

Whereas, Zuercher Technologies' LETG Electronic Software Module and Ticket Writer software solution was evaluated and selected as the preferred business solution;

Whereas, The prevailing contract with Zuercher Technologies expired on December 31, 2017;

Whereas, The MPRB has included funding for electronic submission of citations as part of the 2018 Annual Budget;

Whereas, MPRB staff undertook the required process for procurement; and

Whereas, This resolution is supported by the MPRB 2007-2020 Comprehensive Plan, which envisions "A safe place to play, celebrate, contemplate and recreate";

RESOLVED, That the Board of Commissioners approve the five-year contract for Professional Services with Zuercher Technologies to provide LETG Electronic Submission Module and Ticket Writer software, hosting, maintenance, support, and related services for the Minneapolis Park and Recreation Board in an amount up to $50,000.00; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.

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TO: Minneapolis Park and Recreation Board

FROM: Jason Ohotto, Director of Park Safety and Security

DATE: January 3, 2018

SUBJECT: Resolution Approving Five Year Professional Services Agreement with Zuercher Technologies for LETG Software, Hosting, Maintenance, Support, and Related Services for the Minneapolis Park and Recreation Board in the Amount Up to $50,000.00

BACKGROUND

This resolution recommends the Board of Commissioners approve a five-year contract for professional services with Zuercher Technologies for continued LETG Electronic Submission Module and Ticket Writer software, hosting, maintenance, support, and related services for electronic submission of citations in an amount up to $50,000 with funding in the 2018 Park Police approved budget.

Effective July 1, 2016, Minnesota Courts required all law enforcement agencies to electronically submit citations. Prior to July 1, 2016, the Park Police Department submitted paper citations, which were administered and processed by the courts.

In advance of the July 1, 2016 deadline, a cross-functional workgroup was assembled to review viable business solutions for electronic submission of citations. As part of the evaluation many stakeholders were consulted, including: Minnesota Courts, Minneapolis City Attorney's Office, City of Minneapolis IT, MPRB IT, and Park Police staff. Several potential software solutions were considered and the LETG Electronic Submission Module and Ticket Writer software solution was selected, customized, and implemented. The initial contract (C-40198) with LETG only required the Superintendent's approval due to being under the cost threshold for MPRB approval.

Since purchase and implementation, the LETG software solution has performed well and has realized increased fine revenue through elimination of clerical errors.

The prevailing contract with LETG expired on December 31, 2017. LETG was recently acquired by Zuercher Technologies.

MPRB staff sought multiple bids for this service, in compliance with procurement policies.

During negotiations to extend the contract for LETG software, hosting, maintenance, support, and related services, Zuercher Technologies requested modifications to the MPRB Standard

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Contract for Professional Services. These changes were vetted and approved by MPRB legal counsel. The changes are illustrated in Attachment A. Due to requested changes in the Standard Contract for Professional Services, approval by the Board of Commissioners is required.

FUNDING/COST SUMMARY

The total cost of this five-year agreement is up to $50,000.

Description	Period Covered	Amount
LETG Annual Software Maintenance	1/01/2018 – 12/31/2018	$3,103.11
LETG New Mobile Software Pro-rated	10/1/2018 – 12/31/2018	$106.25
LETG Annual Software Maintenance	1/1/2019 – 12/31/2019	$3,652.23
LETG Annual Software Maintenance	1/1/2020 – 12/31/2020	$3,798.32
LETG Annual Software Maintenance	1/1/2021 – 12/31/2021	$3,950.26
LETG Annual Software Maintenance	1/1/2022 – 12/31/2022	$4,108.27
LETG Annual Hosting	1/01/2018 – 12/31/2018	$4,300.00
LETG Annual Hosting	1/1/2019 – 12/31/2019	$4,300.00
LETG Annual Hosting	1/1/2020 – 12/31/2020	$4,300.00
LETG Annual Hosting	1/1/2021 – 12/31/2021	$4,300.00
LETG Annual Hosting	1/1/2022 – 12/31/2022	$4,300.00

Subtotal: $40,218.44
Contract Contigency: $ 9,781.45

Total: $50,000.00

RECOMMENDATION

Staff recommends that the Board of Commissioners authorize a five-year Professional Services Agreement with Zuercher Technologies to provide LETG software, hosting, maintenance, support, and related services to the Minneapolis Park and Recreation Board in an amount up to $50,000.00.

This action is supported by the following vision and goal statements in the MPRB 2007-2020 Comprehensive Plan.

Vision Theme 4: A safe place to play, celebrate, contemplate, and recreate.
Goal: Communities, public and private partners, and staff cooperate to promote safety.

ATTACHMENTS:

- Attachment A - Zuercher Technologies PSA w. Track Changes (PDF)

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- Attachment B - Zuercher Technologies Contract for Professional Services (PDF)

Prepared By: Jason Ohotto, Director of Park Safety and Security, Park Police
Review:
Jason R. Ohotto Completed 12/08/2017 12:46 PM
Jayne Miller Completed 12/20/2017 3:28 PM
Minneapolis Park and Recreation Board Pending 01/03/2018 5:00 PM