



Purchasing Summary

EVENT #5383	TITLE: Event Management Software	COST: \$144,800.00
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TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input checked="" type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
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CONTRACT TERM (IF APPLICABLE)
N/A

M/WBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)

Proposer	Qualifications and experience, including support capabilities (10 points)	Completeness of proposed solution (20 points)	Product functionality (40 points)	References (5 points)	Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)	Fees (20 points)	Total (100 points)
Ungerboeck Software	10	19	38	5	0	20	92
Event Booking	8.4	15	27	4.4	0	19.2	74

NOTES

Recommend approval to procure event management software from Ungerboeck Software in the total amount of \$144,800.00. The cost for the first year will be \$38,000.00 for software and installation. The cost for annual maintenance, support, and upgrades will be \$26,700.00 per year for four additional years. The Civic Center will use this software to book, track, plan, and close current and future events. The software will increase efficiency, workflow, and communication throughout the Civic Center on all events.

The method of procurement used was the request for proposal, which evaluates criteria in addition to cost. Proposals were evaluated on the basis of qualifications and experience, completeness of the proposed solution, product functionality, references, local vendor participation, and fees. The proposal was advertised, opened, and reviewed. Delivery: As requested. Terms: Net 30 days. The proposers were:

L.B. Ungerboeck Software (O'Fallon, MO) ^(D)	\$144,800.00*
Event Booking (Knoxville, TN) ^(D)	\$150,500.00*

A pre-bid conference was conducted and no vendors attended. (D) Indicates non-local, non-minority owned business. (*) Indicates cost for software, installation, and annual maintenance, support, and upgrades for five years. Recommend approval.

Local Available: Yes
 MWBE Available: Yes
 Total Sent: 277
 MWBE Sent: 30
 Total Received: 2
 MWBE Received: 0
 Vendor Federally Debarred/Suspended: No