

Purchasing Summary

EVENT #5383	TITLE: Event Management Software	ESTIMATED COST OF: \$26,700.00
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
ANNUAL MAINTENANCE AGREEMENT <input checked="" type="checkbox"/>		

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 (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 renew an annual for event management software maintenance from Ungerboeck Software in the amount of \$26,700.00. The original cost of this event is \$144,800.00 with an additional cost of \$26,700.00 for updates and upgrades for up to four additional years. The cost of the annual maintenance will be for support and upgrades to the existing software installed by Ungerboeck. The software is used by the Civic Center staff for efficient and trackable operations. This will provide the proper tools for the Civic Center to effectively and efficiently operate shows and events. This contract was originally awarded on January 4, 2018. Ungerboeck has provided excellent service in that time frame. Their robust solutions to booking, logistics, contracting, and invoicing has streamlined workflow and made communication throughout the department better. This software will keep the Civic Center moving forward with the City's mission to move forward.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The bidders 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