



# City Council Report

**Date:** November 3, 2014  
**To:** City Council  
**Through:** Alex Deshuk, Manager of Technology and Innovation  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Purchase of a Cemetery Information Management System as Requested  
(Single Proposal) **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the purchase of a Cemetery Information Management System as recommended.

A committee representing Parks, Recreation and Commercial Facilities, Information Technology, and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the qualified single proposal, Stone Orchard Software Inc. at \$28,552.80, plus project contingency of \$3,000.00, for the combined total of \$31,552.80.

## Background / Discussion

Mesa Cemetery encompasses 55 acres and has approximately 46,000 grave plots across six interment areas. Currently, cemetery sales, operations and services are managed through a combination of manual processes, desktop computer tools, and an in-house "custom" Microsoft Access database system. The existing system has significant limitations and needs to be replaced as its technology is at end of life.

The recommended Cemetery Information Management System meets current technology standards, provides enhanced security and auditing and will provide for operational efficiencies and better customer service. The license grant is perpetual and the initial support contract period is five years. Annual support rates are firm for the initial five-year term. The agreement provides for an option to renew support at the end of the initial term.

Council approval is required for the initial system purchase expenditure of \$31,552.80 (one-time cost) which includes the application software and first year's software maintenance and support. The vendor will be on contract with the City for an initial five-year term after the purchase for ongoing maintenance and support. The vendor provided pricing for ongoing software maintenance and support at approximately \$3,000 for years 2 through 5; the City will annually budget for this expense in their future year's operating budget.

Staff from Parks, Recreation and Commercial Facilities, Information Technology and Purchasing evaluated the single proposal received from Stone Orchard based on the required evaluation criteria. The proposal met all of the specifications, scored acceptably

and is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

## **Alternatives**

Council may choose not to authorize the purchase. Because only one vendor responded to the City's RFP, it is unlikely that the City would get additional responses if the RFP were re-issued.

## **Fiscal Impact**

The annual contract amount is funded by the Parks, Recreation and Commercial Facilities department operating budget.

## **Coordinated With**

Parks, Recreation and Commercial Facilities  
Information Technology  
Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2014283

Vendors Registered: Bid List (16) and ProcureAZ (76)

Advertising: Arizona Republic, Bid Net, ProcureAZ and Purchasing Website

Downloads: Twenty-Four

Responses: One

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Five years (License grant is perpetual, and support is a five-year term)

Possible Renewals: The resulting Agreement provides for an option to renew support at the end of the initial term, based materially on the terms and conditions of the existing Agreement. At any time during any support term, the City may determine to not renew support, or may determine to conduct a solicitation for a new system.

Pricing Available to Other Cooperative Agencies: Yes

## **Single Proposal received on July 31, 2014:**

Stone Orchard Software Inc.

Newmarket, Ontario Canada

## **"No Bid" Response received from:**

Pontem Software

Eaton Rapids, MI

Phoenix 2000

Pearce, AZ

**AWARD RECOMMENDATION**

***Stone Orchard Software Inc.***

**Newmarket, Ontario, Canada**

Description
<p>Cemetery Information System to include:</p> <p>Application Software at \$16,000.00 plus 5.6% Use Tax at \$896.00; Training Services at \$2,000.00; and Data Conversion at \$4,800.00; First-Year Support/Maintenance at \$2,956.80; Travel Expense at \$1,900.00; and Project Contingency at \$3,000.00</p> <p><b>Total: <u>\$31,552.80</u></b></p>