

REPORT OF GENERAL MANAGER

NO. 04-111

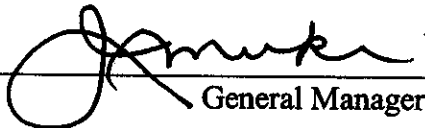
DATE April 17, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FOURTH SUPPLEMENTAL AGREEMENT WITH FAIRWAY SYSTEMS, INC.
FOR PROVISION OF AN AUTOMATED GOLF AND TENNIS RESERVATION
SYSTEM

H. Fujita _____	F. Mok _____
J. Kolb _____	K. Regan _____
*G. Stigile <u>AS</u>	K. Chan _____
M. Mariscal _____	J. Combs _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That the Board approve a Fourth Supplemental Agreement to Contract No. 2711 with Fairway Systems, Inc., substantially as attached, for the provision of an automated golf and tennis reservation system, extending the term on a month-to-month basis, not to exceed twelve (12) months, subject to termination at any time upon thirty (30) days written notice from the City;
2. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form; and,
3. Authorize the President and Executive Assistant to execute said Supplemental Agreement upon receipt of approvals.

SUMMARY:

In March 1996, the Department of Recreation and Parks entered into a three-year lease agreement with Fairway Systems, Inc. (Contract No. 2711) for the provision of an automated golf and tennis reservation system. The contract expired in March 1999, but was extended for an additional year to March 2000, to allow the contractor to provide a number of system enhancements and upgrades and to allow the Department time to prepare, circulate, and process a Request for Proposals (RFP) for a

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subsequent lease agreement. On December 8, 1999 the Board approved an RFP for an automated golf and tennis reservation system with minor modifications and subject to review by the City Attorney. Because of insufficient time to compete the RFP process prior to contract expiration, the Department requested another extension until March 2001 to complete the RFP process, to upgrade system components, and to provide for uninterrupted service during the triennial golf and tennis reservation card renewal process. Major changes in the RFP process, along with the appointment of a new Golf Manager necessitated a second supplemental agreement, which was requested and approved in February 2001, for twelve (12) months.

The approved RFP was released in November 2001, with two proposals received in January 2002. However, both proposals were deemed non-responsive, which required the RFP process to begin anew, and a third supplemental agreement was implemented in order to retain uninterrupted service, as well as upgrade various components to the automated golf and tennis reservation system, while the system was being moved from its office in downtown Los Angeles, to its current location within the Golf Division Trailer. The third supplemental agreement was approved for twenty-four (24) months from March 11, 2002 to March 10, 2004.

The most recent RFP was released in October 2003. Four proposals were received on the due date of December 9, 2003, and an award recommendation is being submitted to the Board for approval contemporaneously with this report. Completion of the RFP process with selection of a new contractor was not feasible before the current contract extension terminated on March 10, 2004. [Furthermore, in the event that the current contractor is replaced by another contractor, staff intends to retain parallel systems for a brief period until a successful transition can be fully implemented.]

The Board should note that compensation would not exceed one-hundred thousand dollars (\$100,000.00) for the term of the extension, and will not impact the Department's General Fund as these services are paid from the Department's Golf Surcharge Account. Additionally, these amendments are recommended in compliance with all Department and City procedure policies and laws applicable to contract amendments.

Therefore, staff respectfully requests that the Board approve a month-to-month extension of the existing agreement, not to exceed twelve (12) months, on the same terms, and conditions of the original contract, until such time that the new contract is executed and the new system is performing successfully. As in previous extensions, at any time during this period, the Department can terminate the agreement by providing the Contractor a thirty-day written notice of termination.

This report was prepared by Michael Honan, Sr. Management Analyst I