EXECUTIVE SUMMARY

Bid Recommendation of $500,000 or Less
15-050E – Event Management System

School Board Policy 1341, governs the use of the District's facilities for non-school purposes; specifically, establishes guidelines for the use of school facilities by school-allied groups, not-for-profit organizations, and governmental organizations that do not have an effective Reciprocal Use Agreement with the School Board, and other organizations. Primarily, the leasing of subject school facilities, as called for in the Policy, are administered by the schools; in coordination with the Office of School Performance & Accountability, Risk Management Department, and/or Facility Planning & Real Estate Department.

Over the years, leasing of school facilities has been conducted manually, and without a computerized District-wide database. Unfortunately, the lack of a computerized District-wide database has, at a minimum, led to the following:

1. A lack of District-wide uniform application of the provisions of School Board Policy 1341.
2. Leasing inconsistency District-wide.
3. Lack of District-wide and school specific leasing reporting capability.
4. The inability to determine the amount realized District-wide from the leasing of the District's school facilities.
5. The inability to gather critical data regarding the utilization/leasing of school facilities.

To address these issues, in recent years, the District commenced amendments to the Policy. Initial revisions focused on updates to the Fee Schedule, as appended to the Policy. On January 25, 2011, the Board adopted the revisions to the Policy.

The Policy is currently undergoing additional revisions. However, as a component of these revisions, the District pursued the acquisition of a comprehensive facilities leasing software; establishment and implementation of a computerized District-wide leasing database would encompass, to some extent, all leasing aspects of the District's facilities (including the management of data regarding the rental of outside facilities by the District). The District initially attempted to develop a leasing database in-house, but discovered that a more sophisticated and comprehensive system was needed in order to achieve the desired District-wide vision. Thereafter, the District proceeded to examine a variety of software via a Request for Information process. Subsequently, via a Request for Proposal process, information was presented to the District's Technology Advisory Committee (TAC) at their April 14, 2014, meeting. Upon review of the information, TAC did not object to the District's approach or pursuit in acquiring the Event Management System (EMS). Consequently, after completion of the RFP selection process, EMS software (developed by Dean Evans and Associates, LLC.) was selected for acquisition.

The acquisition of EMS would provide the District with a comprehensive computerized District-wide system and allow the District to effectively address/resolve issues as cited above. The EMS software slated for acquisition is an online tool that provides a fully interactive, real-time access to meetings and event information, via the internet or the District's intranet. The software allows the District's customers (or potential lessees) to use a standard internet browser to view event schedules, browse facilities, and search for spaces available for rent at school facilities. Also, EMS would allow authorized District employees (or lessee) to submit a request for meeting space(s) and/or service(s) through a secure, user-friendly interface. In addition to other capabilities, the system consists of a web-based master calendar that allows for the management and sharing of multiple event calendars (by various departments) query capabilities, and ability to generate customized reports based on queries.

The complete rollout of EMS is planned to consist of three (3) phases. The initial phase (pilot phase) includes: two (2) elementary, two (2) middle, two (2) high schools, one (1) vocational school, and the District's Business Support Center. The current draft rollout schedule calls for phases one and two (phase two consisting of the bulk of the schools) to be completed by late spring 2015, and the complete rollout concluding early summer 2015.

As could be deduced from the narrative contained herein, the efforts to acquire EMS are intrinsically linked to the effective District-wide implementation of the provisions of School Board Policy 1341. As such, the rollout of EMS would, as applicable, be aligned with the communication plan regarding the revisions to School Board Policy 1341. Thus, its applicability will not only be shared with potential lessees of District school facilities, but with the School Board's governmental partners and other entities.