



Memorandum of Understanding Between Thurston County Department of Public Works and Thurston County Public Health and Social Services

March 30 2021

I. PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between the Thurston County Public Works Department (hereafter "Public Works") and Thurston County Public Health and Social Services (hereafter "PHSS") to set forth the key services related to ReCPro reservation software that will be provided by Public Works and billed to PHSS for costs associated with PHSS software access and usage, annual fees, user licensing, and credit card use.

II. BACKGROUND

ReCPro is a reservation software initially purchased in 2020 and implemented for use beginning January 1, 2021. The software replaces an outdated software, CLASS, used by both Public Works and PHSS. The ReCPro software provides an online registration system for managing Public Works Parks & Trails facility reservations and PHSS Recreational Services program registrations. It includes an outward-facing online platform and features customer self-service scheduling, payment and reservation management abilities. Public Works and PHSS collaborated in the selection and implementation of this software to ensure it met the reservation management and associated financial reporting needs of both departments.

ReCPro is an annual subscription service. Below are the products and services currently associated with the ongoing operation and maintenance of the ReCPro software, which benefit both Public Works and PHSS programs.

1. **ReCPro Software and Support** including eCommerce, facility reservations, class registrations and integrated payment processing. Annual costs are comprised of the following:
 - Annual subscription fee, anticipated to increase 15% every 5 years
 - Credit card integrated payment processing (ReCPro integrates with Point and Pay for secure payment processing)
 - User licenses
2. **Cloud Hosting Accounts** (currently three) utilized jointly by Public Works and PHSS.
3. **Outlook 365 Email Accounts:**
 - TCParks@TCParks-Rec.online used exclusively by Public Works.
 - TCRec@TCParks-Rec.online used exclusively by PHSS.
 - TCNoReply@TCParks-Rec.online, used in the web registration/reservation process for both Public Works and PHSS.
4. **Domain Name and SSL or TSL Certificates** utilized jointly by Public Works and PHSS.

Initial costs associated with implementation of the ReCPro software are provided in Attachment A.

AGREEMENT

This section outlines the roles and responsibilities agreed to by both parties.

A. Public Works and PHSS mutually agree to the following:

1. Share annual costs associated with the software on the following basis:
 - **ReCPro Software and Support** – allocate costs as follows:
 - Annual subscription fee – 50% cost share
 - Credit card integrated payment processing – 50% cost share
 - User licenses – allocate based on specific user. Currently Public Works has 2 licenses and PHSS has 1 license.
 - **Cloud Hosting Accounts** – 50% cost share
 - **Outlook 365 Email Accounts** – allocate costs as follows:
 - TCParks@TCParks-Rec.online – 100% Public Works
 - TCRec@TCParks-Rec.online – 100% PHSS
 - RCNoReply@TCParks-Rec.online – 50% cost share
 - **Domain Name and SSL or TSL Certificates** – 50% cost share
2. Consult and coordinate during budget preparation to discuss program needs and budget allocations for the ReCPro software system prior to submission of each respective department's proposed budget to the Commissioner's Office.
3. Consult and coordinate on any additional feature needs or associated software services to determine equitable cost allocation.
4. Provide advance notice, to the extent possible, if department or program needs change and ReCPro software services are no longer desired.
5. Work collaboratively with the Information Technology Department to maintain and support the ReCPro reservation software, and minimize service disruptions or periods of unavailability for upgrades, updates, etc.

B. PHSS agrees to:

1. Upon receipt of an invoice and supporting documentation from Public Works, reimburse Public Works from the PHSS Spec Rec fund for the services that have been agreed to pursuant to this MOU. The total amount reimbursed annually shall not exceed the amount in the approved County budget for that year, and all such reimbursements shall occur prior to the last day of the month that follows the end of the budget year.
2. Budget adequately for expected costs associated with this MOU, to include a reasonable inflation factor, to cover annual costs that may not be known at budget development time.
3. If PHSS does not have adequate budget authorization in a given year to cover their agreed to share of costs under this MOU, PHSS will adjust their next year's budget allocation to provide full reimbursement to Public Works for the prior year costs.

C. Public Works agrees to:

1. Provide ReCPro for PHSS use.
2. Submit an itemized invoice for ReCPro services prior to the last day of the month that follows the end of the budget year.

IV. TERM

This MOU shall become effective upon execution, will be reviewed by the parties in July during budget development and annually thereafter, and will remain in effect unless modified or terminated by mutual consent of authorized officials from both Public Works and PHSS.

V. CONTACTS

The primary points of contact for carrying out the provisions outlined in this MOU are included in this section.

A. For Public Works:


Karen Weiss, Financial & Asset Management Division Manager
Phone: 360-867-2327
Email: karen.weiss@co.thurston.wa.us

B. For PHSS:

Margaret Bagley, Recreation Supervisor
Phone: 360-867-2679
Email: margaret.bagley@co.thurston.wa.us

VI. SIGNATURES

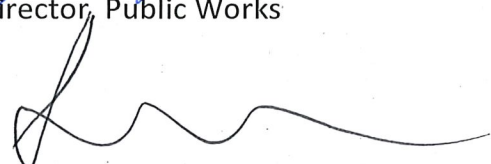
The parties hereto have agreed to and signed this MOU as of the dates shown below.



Jennifer D. Walker
Director, Public Works

3.30.2021

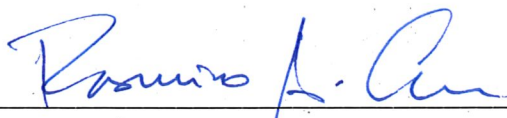
Date



Schelli Slaughter
Director, Public Health & Social Services

3-31-2021

Date



Ramiro Chavez
County Manager

4/7/2021

Date

ATTACHMENT A

RecPro						
Transaction Fees			Annual Fees			
CC Rate (PnP)		0.00%		First Year Investment		\$3,750
Authorization Swipe Fee		\$0.00		Second Year Service Fee		\$2,750
				User License (each)		\$375
Parks						
Monthly Revenue		\$2,083		Monthly Transactions		28
<u>Fees</u>	<u>Month</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
CC	\$0.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Annual Fee		\$1,875.00	\$1,375.00	\$1,375.00	\$1,375.00	\$1,375.00
User License (2)		\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Totals		<u>\$2,750.00</u>	<u>\$2,250.00</u>	<u>\$2,250.00</u>	<u>\$2,250.00</u>	<u>\$2,250.00</u>
Recreational Services						
Monthly Revenue		\$6,720		Monthly Transactions		70
<u>Fees</u>	<u>Month</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
CC	\$0.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Annual Fee		\$1,875.00	\$1,375.00	\$1,375.00	\$1,375.00	\$1,375.00
User License (1)		\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
Data Import		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		<u>\$4,375.00</u>	<u>\$1,875.00</u>	<u>\$1,875.00</u>	<u>\$1,875.00</u>	<u>\$1,875.00</u>
		<u>\$7,125.00</u>	<u>\$4,125.00</u>	<u>\$4,125.00</u>	<u>\$4,125.00</u>	<u>\$4,125.00</u>
Allows use of Point and Pay						

Costs above do not reflect:

- Outlook 365 email account costs – estimated at \$900 annually
- Domain Name and SSL or TSL Certificates – estimated at \$250 - \$350 annually