



DATE: June 1, 2026

Agenda Item # 10.2

MEMO TO: Sara Knizhnik, Chair
Operations Committee

FROM: Rebekah Snyder
Director of Community Engagement & Partnerships

RECOMMENDATION: Recommend approval of a Resolution awarding a One-Year Contract for a Recreation Management Software Platform to RecTrac LLC dba Vermont Systems (“Vermont Systems”) in the Contract Price of \$33,190.00.

STRATEGIC DIRECTION SUPPORTED: Communication, Education and Outreach

FINANCIAL DATA: The District budgeted \$59,000.00 for recreation management software in the FY26 budget in account 11354000-701400 “Computer Fees and Services.” The total implementation cost for the one-year contract includes \$8,650.00 for project implementation and staff training and \$24,540.00 for a 12-month software subscription, totaling \$33,190.00.

BACKGROUND: In March, the District advertised a request for proposals for recreation management software and related services. The District received six proposals and conducted product demonstrations with the three highest ranked proposers. After review, staff recommends that the Board of Commissioners authorize staff to negotiate a contract with Vermont Systems, based on their proposal, which staff recommends to be the most cost effective and appropriate option for the District’s needs.

Recreation management software is a digital cloud-based platform used by parks departments, community centers, fitness facilities and other recreation organizations to manage their programs, facilities, inventory and transactions in one system. Organizations use recreation management software to reduce manual processes, improve customer experience, centralize operations and increase efficiency across services helping organizations handle the operational side of recreational services.

Product features include, but are not limited to:

1. Accessibility
2. Admin and user management
3. Disaster recovery plan
4. Payment processing with PCI compliance
5. Program and event management
6. Report processing
7. Resident vs. non-resident distinguishing
8. Shelter and facility reservations
9. Order management
10. Permits management
11. Security and scalability

Optional Inclusions at no additional cost: citation payments, memberships, point of sale and most third-party platform integrations

Implementation services include, but are not limited to:

1. Project planning
2. Data migration
3. Testing
4. Training
5. Go-live support
6. Ongoing support & maintenance

The District is continuing contract negotiations with Vermont Systems regarding final terms and conditions associated with the proposed recreation management system agreement. Staff recommends that the Board approve the Proposal from Vermont Systems and authorize staff to proceed with negotiation and finalization of an agreement substantially consistent with the Proposal, subject to review and approval by the Executive Director and Corporate Counsel.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Purchasing Manager, Manager of Board Operations, Corporate Counsel.

Prepared For: Lake County Forest Preserves
Libertyville, IL
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Explanation of Quote: RecTrac 3.1 Pricing

Notes:

Services (recurring)	Qty	Unit Price	Monthly	Price
Software Subscription				
Workgroup/Advanced Software Subscription Bundle - 16-20 Users †(7)	1	\$2,045.00	\$2,045.00	\$24,540.00
			Tax:	\$0.00
			Total:	\$24,540.00

Services (non-recurring)	Qty	Unit Price	Price
Vermont Systems Scheduled Service Cancellation Policy			
Cancellation Fee Policy - See Footnotes †(2)	1	\$0.00	\$0.00

Training & Expenses	Qty	Unit	Unit Price	Price
Project Implementation/Training - remote (estimated)	58.0	Hour	\$125.00	\$7,250.00
Project Discovery - remote (estimated)	8.0	Hour	\$175.00	\$1,400.00
			Tax:	\$0.00
			Total:	\$8,650.00

TOTALS:			
Services (recurring) (prorated year 1)			\$24,540.00
Training & Expenses			\$8,650.00
		Total:	\$33,190.00

For planning purposes, the annual recurring cost will be: \$24,540.00



† Footnotes:

2 Scheduled Service Cancellation Fees:

10% of the price per scheduled block of time/minimum \$175.00

How to avoid Cancellation Fees:

- Hourly Services – Customer is required to provide notice at least 3 business days prior to the scheduled training.
- Multi Day or On-Site Services – Customer is required to provide notice at least 3 weeks prior to the scheduled training.

Additional Note: All VS software is subject to a yearly COLT increase. Please refer to VS contract agreement/document for details.

7 Vermont Systems RecTrac Workgroup/Advanced Software Bundle for up to 16-20 Users includes:

VS Standard Level Hosting

RecTrac/WebTrac for:

- Activity Registrations
- Facility Reservations
- Pass Management/Memberships
- POS/Inventory/Tickets/Gift Cards
- Equipment/Site Rentals
- League Scheduling
- POS Theatre/Venue Ticketing (Venue Seating
- Trip Reservations Management
- Locker Management
- Personal Trainer Scheduling
- Court Reservations
- IntelliTrac Business Intelligence (for 5 Named users)
- Mobile RecTrac – Staff Interface
- Contract Management
- WebTrac Virtual Waiting Room (if needed)
- RecTrac API Access
- PayTrac (with 3 Mids) Ecom/Retail/MOTO at PayTrac List rate: 2.80% & \$.25 per trans (Hardware sold separately)
- SMS Texting (30k Texts/yr)
- RecTrac Installment Billing Option
- GL Interface - Standard Template Option
- Activity Brochure Standard Template Option
- RecTrac SSO (Single Sign-on)

Additional features, modules and capabilities are available at the Premium Subscription Bundle Level.

Add-on options are also available, including the WebTrac App, Access Control, Kiosk, GolfTrac, MainTrac, additional SMS Texts, additional PayTrac MIDs & Elevate Standard/Premium.



**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A ONE-YEAR CONTRACT FOR
RECREATION MANAGEMENT SOFTWARE TO
RECTRAC LLC dba VERMONT SYSTEMS**

WHEREAS, the Lake County Forest Preserve District (the “District”) desires to purchase a subscription for recreation management software and related implementation and training services (the “Services”); and

WHEREAS, the Purchasing Manager has determined that the Services require personal confidence; and

WHEREAS, the Purchasing Manager has solicited competitive proposals for the Services; and

WHEREAS, a selection committee comprised of District staff reviewed the proposals received and recommends that the Board of Commissioners (i) find that the proposal (“Proposal”) submitted by RecTrac LLC dba Vermont Systems (“Vermont Systems”) is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to Vermont Systems consistent with the Proposal (the “Contract”) in a total contract price not to exceed \$33,190.00 (the “Contract Price”); and

WHEREAS, the Board of Commissioners hereby finds that the Proposal for the Services submitted by Vermont Systems is the proposal that is most advantageous to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Approval of Proposal; Negotiation and Award of Contract. The Executive Director (or his designee) is hereby authorized and directed to negotiate the Contract with Vermont Systems for the Services consistent with the product and service terms and pricing set forth in the Proposal and consistent with the Contract Price (“Contract”). If such negotiations are successfully completed, as determined by the Executive Director, the Contract shall be awarded to Vermont Systems.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to accept the Proposal and to execute the Contract in its final form on behalf of the District, provided that the final form of the Contract is first approved by the District’s Corporate Counsel.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2026

AYES:

NAYS:

APPROVED this ____ day of _____, 2026

Jessica Vealitzek, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. _____