

CITY OF MOBILE

BID SHEET

This is Not an Order

Mailing Address:
 P. O. Box 1948
 Mobile, Alabama 36633
 (251) 208-7434

**Purchasing Department
 and Package Delivery:**
 Government Plaza
 4th Floor, Room S-408
 205 Government St
 Mobile, Alabama 36644

**READ TERMS AND CONDITIONS
 ON REVERSE SIDE OF THIS PAGE
 BEFORE BIDDING**

Typed by: mns Buyer: 003

Please quote the lowest price at which you will furnish the articles listed below

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
11/27/2019	5359	Parks and Recreation	48 N. Sage Avenue

This bid must be received and stamped by the Purchasing office not later than: 10:30 AM, Thursday, December 12, 2019

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="color: red; font-size: small;">Bid on this form ONLY. Make no changes on this form. Attach any additional information required to this form.</p> <p>PARKS AND RECREATION MANAGEMENT SOFTWARE</p> <p>The City of Mobile is requesting bids on a comprehensive, web hosted Parks and Recreation Management Software System per the attached specifications.</p> <p>The system must allow: Online registration, Program management, Facility Reservations and Scheduling, League Management and Scheduling, Credit Card Processing, Full Web Site (CMS) Master Calendar, Membership Management and Check Ins, Financial Management Reporting, Invoicing and Billing, Refunds, Email Marketing Tools, POS, PCI Compliance, and Unlimited Users/Seats.</p> <p>The software must be fully hosted and include training.</p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at http://immigration.alabama.gov/</p> <p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.</p>					
	TOTAL					

**RETURN ONE SIGNED COPY OF THIS BID
 IN ENCLOSED ENVELOPE**

State delivery time within _____ days of receipt of P.O.

Firm Name _____

Typed Signature _____

By _____

We will allow a discount _____% 20 days from date of receipt of goods and correct invoice of completed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B, DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or cityofmobile.org/taxes.php.
15. If a bid bond is required in the published specifications, see below:
Each Bid Shall be Accompanied By A **Cashier's Check, Certified Check, Bank Draft Or Bid Bond** For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder, Which Shall Be Returned After Fulfilling The Bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx . Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority, if applicable, prior to issuance of a Purchase Order.

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p align="center">Page 2 of 3</p> <p>See: www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p>Exact number of users cannot be determined at this time.</p> <p>Base bid on the following facts: The population of the City of Mobile is approximately 195,000 people. There will be 50-75 back office users.</p> <p>State product that you are providing:</p> <p>_____</p> <p align="center">Price _____ Annual Subscription Fee</p>					
			TOTAL			

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By _____

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BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p align="center">Page 3 of 3</p> <p>OPTIONS:</p> <p>Option #1 Migration of household data from existing software.</p> <p align="right">Price: _____</p> <p>Option #2 Financial Intergration or export with/to Tyler Munis including both payments and refunds.</p> <p align="right">Price: _____</p> <p>Does your bid meet ALL of the required specifications?</p> <p align="center">Yes _____ No _____</p> <p>What specifications does your software not met?</p> <p>_____</p> <p>State any additional 3rd party software and/or products needed:</p> <p>_____</p> <p align="right">Price _____</p> <p align="center">Total Product Cost _____</p> <p>A technical demonstration may be required on December 17, 2019.</p> <p>For additional information contact:</p> <p align="center">Anne Foley @ (251) 208-5850 <u>purchasing@cityofmobile.org</u></p>					
			TOTAL			

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Parks and Recreation Management Software

1. Scope of Services Contact

Questions about the technical nature of the Scope of Services will be directed to Anne Foley, Phone (251)208-5850, e-mail: purchasing@cityofmobile.org.

2. Brand Manufacture Reference

The City has determined that RecDesk Parks Recreation Management Software defined in the Scope of Services meets the City's product and support need. The manufacturer's reference is not intended to be restrictive and is only descriptive of the type and quality the City desires to purchase. Bids for similar manufactured products of like quality will be considered if the Bid is fully noted with the manufacturer's brand name and model. The City reserves the right to determine products and support of equal value, and whether other brands or models meet the City's product and support needs.

3. Key Events Schedule

Bid Release Date	11/26/2019
Deadline for Submittal of Written Questions	12/09/2019
Sealed Bids Due and to be Opened by City	12/12/2019
Demonstrations and Anticipated Committee Evaluation Review Date	12/17/2019
Anticipated Award Date	12/20/2019

4. Scope of Services

General Information

The City of Mobile is seeking a comprehensive, web hosted Parks and Recreation Management Software system that enables the City of Mobile Parks and Recreation Department's administration and staff to manage activity programming, league games and facility reservations. The system must provide user friendly tools for activity registration, facility reservations, membership/attendance, point of service sales, class reservations, financial reporting, Customer Relationship Management (CRM) and marketing reporting. The software must be web browser based. In addition, a web portal designed for the public must compliment and be integrated with the back-office system. The portal allows all registration, reservation, and payment activities to be completed online by the public with software that is web browser based and compatible with mobile devices.

Features

The City of Mobile seeks to obtain a system that satisfies the following features:

Backoffice Tools

- Completely web hosted and browser based.
- Requires minimal training for staff.
- Modules have a consistent design and functionality.
- Customized role-based permissions.
- Master Calendar
 - Interactive calendar that displays all facility reservations, programming/activities, and league events on one page.
 - Can be filtered by facility site.
 - Facilities can be reserved/rented directly from master calendar.
- Program and Activity Management
 - Manage registrations, classes, withdrawals, waivers, and waiting lists.
 - Allow enrollment dates.
- Membership and Staff Management
 - Track membership sales, expirations and renewals.
 - Detailed membership, demographic and historical comparison reports.
 - Easily accessible contact info.
 - Store and track personnel, volunteers, coaches, instructors contact info including certifications, background checks, and other important documentation.
 - Utilize pre-bought membership cards for check-in and attendance tracking.
- Marketing
 - Utilize customer information for activity/interest tracking.
 - Promotes member interaction and retention with customized emails and offers.
 - Design brochures, catalogues, and newsletters.
 - Create custom lists based on demographics, membership activity, status and more to improve targeting.
 - Create bulk email and text message lists with ability to send updates and promotions to such lists.
 - Available marketing templates.
- Facility Reservations/Rental Management
 - Manage usage of facilities including courts, meeting rooms, and amenities.
 - Prevents double booking of facilities that may be available for programs/activities and leagues.
 - User-defined reservation usage forms.
 - Display multiple facilities at once by day, week, or month on a master calendar.
 - Track fees including damage deposit fees.
- League Scheduling Management
 - League scheduling tools.
 - Register players and team assignment.
 - Displays on master calendar.
 - Coaches have logon access.

- Provides online, text, and email information with league information.
- Financial Tools
 - All credit and debit transactions must be Payment Card Industry (PCI) compliant. The Point of Sale (POS) system must utilize a third-party provider to process transactions.
 - Payment transactions can be imported into the City's financial system, Tyler Technologies MUNIS v2019.1.
- Reporting
 - Standard reports should include:
 - Detailed attendance and tracking
 - Membership tracking
 - Demographics
 - Facility usage
 - Payments and fees
 - Ability to export reports to CSV text file or Microsoft Excel.
- Forms
 - Customizable forms that are easy to design and develop
 - Utilized for citizen web portal's facility reservations/rentals, program/activity registrations, and league registrations.

Public Web Portal

- User friendly and designed for the general public.
- All pages are mobile device friendly with all functions available whether accessed by computer desktop or mobile device.
- Compatible with all of the latest web browsers.
- Page content can be edited by the City staff with built in Content Management System tools.
- All payments and renewals can be made online.
- All programs and activities are available to online registration.
- All facilities are available for reservations and rental.
- Users can view and search facility availability and reserve and rent online.
- Interactive master calendar graphic that shows all facility reservations and activities on one page.
 - Can be filtered by facility.
 - Facilities can be reserved/rented directly from master calendar.
- Parents/guardians can register players, maintain profiles, and securely pay fees online.
- Member profile allows for special needs documentation including allergies.

Customer Support

- Designated representative from vendor to the City of Mobile for customer and technical staff.
- Normal business hour support for Central Standard Time Zone.
- Initial training for city staff.

- Hosting computer servers' database and software configuration settings are backed up daily and can be restored in a minimal amount of time if necessary.
- Hosting data center has an automated failover process to a physically separate datacenter to minimize disruption in service.

Additional features not listed above may be included in the bid and will be considered during the evaluation.

Services, Licensing, and Costs

Include all information regarding the licensing of the complete hosted system including all back-office and public web tools. In addition, please list all fees and costs to the City based on an annual pay schedule including one-time fees for implementation setup or data importing, city staff training, or feature options. State any POS transaction costs to the City and to the public. List each amount per transaction. State the cost to the city and the cost to the public, if any.

5. State any additional software programs and their total cost that required to enable the software package that you are bidding to fully meet these specifications. These are additional costs and must be added to the total cost of your bid.

Product: _____ Cost: _____

Product: _____ Cost: _____

DEMONSTRATIONS MAY BE REQUIRED.

The Parks and Recreation has done extensive research to find a program that meets their needs. RecDesk has been the program that they have found that meets their needs and interfaces with the City's Tyler MUNIS Enterprise Financial Software Program. Any program selected must interface with the Tyler MUNIS Software. This must be accomplished no later than December 31, 2019. Does your software interface with the Tyler MUNIS Software? Yes ____ No ____ . If Yes, which locations?

Demonstrations will be on December 17, 2019 starting at 9:00 am for 1 hour only. Each vendor will have 20 minutes to set up. Vendors with the 3 lowest bids that meet the specifications will be scheduled if

needed. Demonstrations may not be required. The City will provide the test data to be used. Vendors must be able to demonstrate total functionality according to these specifications.

6. Evaluation / Scoring of Bids

Submittals will be scored according to the following criteria:

<u>Feature</u>	<u>Points</u>
Overall Costs and Fees	20
Customer Support	2
Backoffice – Design, Functionality, and Interface	7
Backoffice – Master Calendar	7
Backoffice – Program and Activity Management	5
Backoffice – Membership and Staff Management	5
Backoffice – Facility Reservations / Rental Management	5
Backoffice – League Scheduling and Management	5
Backoffice – Reporting Tools	2
Backoffice – Customizable Forms	2
Backoffice – Marketing Tools	2
Public Web Portal – Design, Functionality, and Interface	7
Public Web Portal – Master Calendar	7
Public Web Portal – Program and Activity Registration	5
Public Web Portal – Membership Registration	5
Public Web Portal – Facility Reservation and Rental	5
Public Web Portal – League Registration	2
Public Web Portal – Content Management Tools	2
Experience Providing Parks and Recreation Solutions to Local Governments	5
Total	100



PROCUREMENT DEPARTMENT

Potential bidders are responsible to check this site for any **ADDENDUMS** that are issued. It is the responsibility of the **BIDDER** to check for, download, and include with their **BID RESPONSE** any and all **ADDENDUMS** that are issued for a specific **BID** published by the City of Mobile. Failure to download and include **ADDENDUMS** in your **BID RESPONSE** may cause your bid to be rejected.

This is a sealed bid. Any responses faxed or e-mailed will be rejected.

This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.

Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the bidder to insure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.

Be sure to read the Terms and Conditions. All bids are F.O.B. Destination unless otherwise stated.

Be sure to sign your bid!

Package/Bid Delivery Address:
Purchasing Department
205 Government St. Room S408
Mobile, AL 36644

(Request First Delivery)