



SOLICITATION AMENDMENT

Materials Management Procurement
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No: P13-0019
Description: RFI for Community Services Registration Software
Amendment No: Two (2)
Solicitation Due Date: June 4, 2013
Solicitation Due Time: 5:00 P.M.

Buyer: Christine Finney, Buyer II

A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.

The solicitation is hereby amended as follows:

The Solicitation Due Date and Time is hereby extended to **Tuesday, June 4, 2013 @ 5:00 P.M., Arizona Time.**

Nothing Further

All other provisions of this Solicitation shall remain in their entirety.

Vendor hereby acknowledges receipt and agreement with the amendment.

Signature Date

Typed Name and Title

Company Name

Address

City State Zip

The above referenced Solicitation Amendment is hereby Executed

May 29, 2013

at Peoria, Arizona



SOLICITATION AMENDMENT

Solicitation No: P13-0019
 Description: RFI for Community Services Registration Software
 Amendment No: One (1)
 Solicitation Due Date: May 29, 2013
 Solicitation Due Time: 5:00 P.M.

Materials Management Procurement
 9875 N. 85th Ave., 2nd Fl.
 Peoria, Arizona 85345-6560
 Telephone: (623) 773-7115
 Fax: (623) 773-7118

Buyer: Christine Finney

The City has received the following questions regarding this solicitation and is providing the answers for the benefit of all respondents:

1. Please provide the name of the City's current vendor.
 - *Current vendor is Active and we are utilizing the CLASS product.*
2. Please provide the total number of transactions under the current system for 2012 (1/1/2012 – 12/31/2012).
 - *11,6092 (based on payment).*
3. Please provide a count of the total number of transactions and dollar amounts under the current system from 2012 (1/1/2012 – 12/31/2012).
 - *Online credit cards – 19,835 / \$1,325,523.69*
 - *Offline credit cards – 46,650 / \$3,093,569.26*
 - *Offline Cash & Check – 43,377 / \$4,126,628.08*
4. What is the parks lighting software to which the City would like the registration software to integrate?
 - *SKYLOGIX.*

Vendor hereby acknowledges receipt and agreement with the amendment.

Signature Date

Typed Name and Title

Company Name

Address

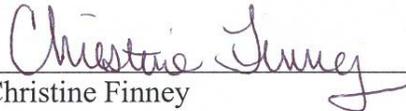
City State Zip

The above referenced Solicitation Amendment is hereby Executed

May 9, 2013

at Peoria, Arizona

by



 Christine Finney
 Buyer



SOLICITATION AMENDMENT

Solicitation No: P13-0019
Description: RFI for Community Services
Registration Software
Amendment No: One (1)
Solicitation Due Date: May 29, 2013
Solicitation Due Time: 5:00 P.M.

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Telephone: (623) 773-7115
Fax: (623) 773-7118

Buyer: Christine Finney

5. What is the number of locations and number of terminals per location that will be handling Point of Sale transactions?
 - *The total number of users in the registration, facility booking and membership modules is 6 locations, and approximately 50 terminals. We have 3 locations that will run POS year round with 4 terminals. During the summer, we add another 3 sites with our pools.*
6. In reference to page 3 of 4, Item IV (Submittal Requirements), Item 2 (Functionality), Sub-Bullet #10 (Accounting), please explain the City's use of the term "deferred revenue" as it pertains to this RFI.
 - *In the case of this RFI, deferred revenue is in reference to the accounting principle that revenue should not be recognized until the service has been rendered. When referring to rentals, all rental revenue would be deferred until the day of the rental, not when the payment is made. This is also sometimes referred to as "unearned revenue". We have several different scenarios. Picnic shelter fees are all due at the time of reservation. We also have a couple of facilities that have rooms to rent where we will require a damage deposit and full fees would be due at the time of reservation or closer to the date of the rental.*

Nothing further.

All other provisions of this Solicitation shall remain in their entirety.

A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.



**REQUEST FOR
INFORMATION &
QUALIFICATIONS**

Solicitation Number: P13-0019

**Materials Management
Procurement**

9875 N. 85th Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118



**REQUEST FOR INFORMATION
& QUALIFICATIONS**

COMMUNITY SERVICES REGISTRATION SOFTWARE

**DUE DATE:
May 29, 2013 BY 5:00 PM**

**CONTACT PERSON:
CHRISTINE FINNEY
MATERIALS MANAGEMENT
CHRISTINE.FINNEY@PEORIAAZ.GOV
623-773-7531**



REQUEST FOR INFORMATION & QUALIFICATIONS

Solicitation Number: P13-0019

Materials Management Procurement

9875 N. 85th Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

I. Introduction:

The City of Peoria Community Services Department is seeking responses from firms capable of providing fully integrated and fully hosted Recreation Registration, Child Care and Facility Booking Software.

II. Goals & Objectives:

The City wishes to gain a better understanding of options available in hosted Parks & Recreation Software functionality. In addition, the City hopes to obtain cost information for budgetary purposes and the information gathered during this RFI process will help us analyze our options.

III. Background Information:

The City of Peoria Community Services Department currently processes over 110,000 transactions and tracks over \$9 million in program revenues each year. Programs include special interest classes, facility and park reservations, child care, fitness center memberships, point of sale, on-line registration, financial integration and park lighting integration. The Department currently utilizes a self hosted software application, maintaining 4 servers and approximately 60 end user computers.

IV. Submittal Requirements:

In order to achieve the above stated goals and requirements, the City of Peoria hereby solicits responses from interested firms. Please submit one (1) original and four (4) copies of your submittal. Submittals should be structured in order as listed below and at a minimum, should include the following for each category:

1) Software Administration

- Provide software related information including maintenance and support, system requirements and how often upgrades are released and a description of how much work effort is needed for those upgrades.

2) Functionality

- Provide detailed information regarding functionality in the following areas:
 - Program Registration
 - Facility Booking (park ramadas, room reservations, field reservations)
 - Volunteer staff tracking capabilities



REQUEST FOR INFORMATION & QUALIFICATIONS

Solicitation Number: P13-0019

Materials Management Procurement

9875 N. 85th Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

- Child Care Registration (flexible scheduling, third party billing)
- Membership Pass Maintenance (biometric capabilities, multiple pass and punch card options)
- Point of Sale (including gift cards)
- Internet registration capabilities (i.e. registration, facility booking, point of sale, customer account access, receipts)
- Mobile Technology, Geographic Information Systems (GIS), and Social Media Integration
- Online Security - Demonstrate the software PCI Compliance measures and methodology for securing client and company information. Provide detailed information regarding the technology platforms and architecture for all systems components of the application..Provide detailed information regarding client device prerequisite hardware and software.
- Accounting (integration with Peoplesoft Finance software, deferred revenue capabilities, general ledger set up and reporting)
- Administration (customizable reports, administrator duties and responsibilities, data purging capabilities, data query capability, account creation and duplication controls, program waivers)Provide a list of your clients that are comparable to the City of Peoria Community Services Department.

3) Cost Considerations

- Provide an approximate cost for a complete recreation software system, including costs for maintenance for a City that is of similar size and scope. This information is required for budgetary purposes.

4) Additional Information Required

- Provide any additional information and/or important factors that we may not have included in this RFI.
- Responding firms shall also include a cover page with the following information: Company Name, Contact Person, Address, Phone Number, Email Address, Website Address and Hours of Operation.
- Provide a list of contracts that you have in place with other governmental entities that may be available for the City to utilize.



REQUEST FOR INFORMATION & QUALIFICATIONS

Solicitation Number: P13-0019

Materials Management Procurement

9875 N. 85th Avenue
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

V. Evaluation Criteria

Submittals will be evaluated on the following criteria in relative order of precedence:

- 1) Functionality & Capabilities
- 2) Experience & Qualifications
- 3) Cost Considerations

VI. Review Process

A review panel will evaluate all submissions that meet the requirements and deadline. The panel will be composed of city staff members. The panel will determine if a formal Request for Proposal (RFP) will be issued at a later date. Any RFP that may be issued is contingent upon funding, and that fact should be taken into consideration by respondents.

The City of Peoria reserves the right to gather other information that can be used during the evaluation process.

This RFI does not commit the City to enter into any agreement or contract, or pay any costs associated with the preparation or submittal of a response. The City further reserves the right to waive responses to any part of this request if, in its sole judgment, it determines that it is in the best interest of the City to do so.

VII. General Information

The RFI must be received by no later than 5:00 p.m. (local time) on May 29, 2013 at the following location:

**City of Peoria
Materials Management
9875 N. 85th Avenue
Peoria, Arizona 85345**

One (1) original and four (4) copies of your RFI response must be enclosed in a sealed package marked as follows:

City of Peoria, Materials Management
Attention: Christine Finney
RFI#P13-0019, and Name of Company

Direct questions related to this RFI can be submitted by email to Christine.Finney@peoriaaz.gov