

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

Purpose

The purpose of this request for proposal (RFP) is to obtain bids for registration software for the Parks and Recreation Department of the County of Gilpin, Colorado (“Gilpin County”).

Proposal Content

The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the County may request companies to answer additional questions about their proposal.

Description of Entity Requiring Registration Software

Gilpin County is a rural community in Colorado’s high country less than an hour west of downtown Denver. The population of Gilpin County is approximately 5,400.

The Parks and Recreation Department serves approximately 2,260 members from Gilpin County and the neighboring counties of Boulder and Jefferson. The 43,000 square foot facility includes two pools, a full gymnasium, indoor track, weight and cardio equipment, a fitness studio, a pottery/arts studio, a game room and a multi-purpose room. Programming at the facility includes swimming lessons (group and private), drop-in fitness classes, pottery classes, dog obedience classes, youth dance, adult and youth leagues, and youth camps (after school and summer day camp).

Inquiries

This request for proposal (RFP) is issued by Gilpin County. All proposals should be delivered to:

Gilpin County Parks and Recreation
Attention: Joline Logan, Office Manager
250 Norton Drive
Black Hawk, CO 80422

Or electronically to jlogan@co.gilpin.co.us

Time Requirements

The following deadlines are presently anticipated:

- RFP issued January 2, 2018
- Proposal receipt deadline January 12, 2018
- Notification of selection January 31, 2018
- Contract approval February 16, 2018

Gilpin County reserves the right to change dates as it may require in its sole discretion.

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

Requirements

Bidders are requested to present information to address the following requirements. Please provide details about how your product features and functionality address these requirements. Bidders are requested to include any additional information that they believe would assist the County in its evaluation and decision-making process.

Features and Functionality

Memberships and Passes

- Daily drop-ins - general use of the facility including non-members and unregistered members
- Sell and manage
 - Memberships and drop-in punch cards for general use of the facility
 - Passes and Drop-in Punch Cards for fitness classes, dance classes, etc.

Activities

- Session-based activity enrollments
 - Pottery
 - Swimming Lessons
 - Dog Obedience

Drop-in classes

- Fitness Classes such as Boot Camp, Yoga, Pilates and Aquacize
- Youth Dance Classes
- Private Swimming Lessons
- Pottery Studio Drop-In time

Youth Camp

- Open enrollment and flexible registration
- Electronic forms for registration and other state requirements
- Easy-to-use program scheduling and program schedule changes

Leagues

- Youth Leagues including Basketball, Baseball and Soccer
- Adult Leagues including Volleyball and Softball
- Automatically build rosters based on Youth League enrollment lists
- Automatically schedule games for Adult Leagues
- Forms
 - Youth Leagues: Registration Forms with participant info and liability waiver
 - Adult Leagues: Team Rosters with Liability Waiver

Facility Rentals

- Multi-purpose room (may rent sections separately)
- Multiple Facilities, Fields and Rates

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

POS

- Merchandise
- Pass Sales
 - Memberships
 - Drop-in punch cards for general facility use, fitness and dance classes, etc.
- Activity Registrations - pottery, swim lessons, etc.
- Drop-Ins
 - General facility use
 - Members, Non-members and un-registered users
 - Classes – fitness, dance, yoga, etc.

Reporting

- Reports for Finance
 - Balance Due Aging Report
 - Report of Sales Tax collected
 - Employee Membership Report
 - General Ledger Report
 - Report of Account Credits
- End of day closing reports (General Ledger)
- Facility usage reports
- Class attendance reports (session based and drop in)
- Large selection of standard reports
- Ability to write/create custom reports

Online Marketing

- Individual and group emails to patrons (including ability to group by metrics such as age, other classes attended, passes purchased, etc.)
- Dynamic “Smart List” creation for marketing campaigns
- Announcements
 - To enrollees of classes or leagues
 - Instructors and coaches
 - Class cancellations/changes
- Newsletters

Services

Web/Cloud-Based Platform – SaaS Model

Requirements Evaluation

- Documentation

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

- Gap assessment
- Recommendations

Implementation

- Extensive, well-development processes and procedures
- Knowledgeable, experienced, well-trained and professional staff to manage and support

Training

- Intuitive and easy-to-use training materials
- Customized training; tailored for our workflow
- Continuing training opportunities
- Manuals, searchable database, FAQs, etc.

Support

- 24/7 Emergency Support option
- Call-in support
- Upgrades
- Bug fixes
- Troubleshooting of reported issues

Compatibility with County Computer Systems

- Computer system, server, and security requirements for use of software
- Software functional compatibility with the County's computers, systems, servers, and other County software is important. Bidder should contact the County regarding any questions about its current system.
- If compatibility or functionality issues are a concern, please provide those concerns and recommendations for Gilpin County Computer System changes or upgrades necessary to address concerns and costs for the same.

Bid - Costs

Bidder must provide an itemized bid including costs for providing the software and support services requested. The bid shall include any fixed fee and hourly rates and costs that would or could be charged or apply.

Additional Information

- Number of years bidder has been in business including number of year software has been in use.
- Proposed time-frame for installation, application, and training necessary for use of the software.

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

- Proof of any required licensure.
- If bidder is business entity, proof that bidder is active and in good standing in the secretary of state's office in the state in which the bidder is registered or incorporated.
- Resumes and curriculum vitae information for individuals that would be providing the software and training.
- Proof of sufficient liability insurance.
- Experience with the specific software needs of the County and any other related or helpful experience.
- List of references of customers/users of bidder's software and services and costs billed for the same and contact information for those users.
- List of any other references the bidder believes helpful.
- Contact person for the proposal including name, position, email, mailing address and telephone number.
- Sample contract, if any, bidder would request be used if selected. Gilpin County reserves the right to require its own contract or contract terms including without limitation terms generally used by Gilpin County or required by Colorado or federal law, or otherwise protective of Gilpin County or that which is deemed helpful.
- Any potential conflicts of interest in working with the County or anyone associated with the project.
- Any litigation to which the bidder is a party
- Any bankruptcy settlements or unpaid judgments against the bidder or its principals
- Any previous contracts that the bidder defaulted on and/or was terminated and reasons for the default(s) and/or termination(s)
- Gilpin County may request interviews with the bidders.
- Any other information the bidder believes would assist Gilpin County in its evaluation of proposals.
- Gilpin County reserves the right to request any additional information it decides would be helpful in evaluating proposals.

Right to Reject Proposals

The County reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. Gilpin County has the right to make any selection it may choose in its sole discretion based on any requirements it chooses.

Illegal Aliens

As required by C.R.S. Section 8-17.5-102, the contracted business entity will be required to certify and agree to the following: I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien and that I (we) have confirmed the employment eligibility of all employees who are newly hired for employment in the United States, through participation in the basic pilot program.

Gilpin County Parks and Recreation
Request for Proposals for Registration Software
January 2, 2018

RFP Is Not a Contract

This RFP is not a contract and bidder obtains no rights or entitlements from this RFP or by submitting a bid.