

City of Woodland



Request for Proposal for Recreation and Facilities Scheduling Software

RFP 06-07-98

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I. Rules of Preparation

A. Introduction

The City of Woodland (the "City"), is soliciting competitive sealed proposals from qualified Vendors to provide an automated recreation and scheduling software system that will be compatible and interface with various other hardware, software programs and applications currently in use. The City has identified the need to update the current system, Recware Pro, to support additional Parks and Recreation Department services and provide expanded functionality. The City's expectations for the desired features and the required response information are included below. This project is being completed in accordance with the City's Technology Strategic Plan and objectives for the implementation of e-Government.

The response must clearly detail how the equipment/software/services being proposed can best satisfy the City's requirements. The City requires a comprehensive solution proposed by a Prime Contractor with legal, project management and financial responsibility for all development, software, integration and implementation services. The Prime Contractor identified will be responsible for all services offered in the proposal, whether performed by the Prime Contractor's own personnel or through the use of subcontractors. All subcontractors must be clearly identified with respective references as requested in the Vendor Questionnaire Section. One consolidated response with all cost items included in the cost summary shall be submitted. Further, the Prime Contractor shall be the sole point of contact for the City with regard to contractual matters.

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Unnecessarily lengthy documents are discouraged. Failure to comply with or complete any portion of this request may result in rejection of a proposal.

B. Request for Proposal Publishing

This Request for Proposal, in its entirety, is being published electronically, and as such will be available via request on Compact Disc, and available for download on the City's website at www.cityofwoodland.org.

C. Request for Clarifications or Interpretations

All questions, requests for clarifications or interpretations should be directed to the City's Project Manager for this project, in writing, facsimile or e-mail to:

Diana Puccetti

Woodland Parks & Recreation

Woodland Community & Senior Center

2001 East Street, Woodland, CA 95776

Facsimile: 530-666-7257

Phone: 530-661-5930

Email: diana.puccetti@cityofwoodland.org

A prospective Vendor may submit a request for clarification or interpretation of any aspect of the Request for Proposal. The City will publish addenda via the City's website identified in the "Request for Proposal Publishing" section if it determines the answer to a question is relevant to all Vendors.

The City shall not be obligated to respond to requests for clarification or interpretations not received on a timely basis. Refer to section titled "Estimated Key Dates" for a summary of proposal deadlines and milestones.

D. Pre-Proposal Conference

A pre-proposal conference will be held on June 25, 2007 from 10:00 a.m. to 12:00 p.m. at:

Woodland Community & Senior Center

2001 East Street

Woodland, CA 95776

Attendance at the pre-proposal conference is suggested, but not mandatory. During the conference vendors will be afforded the opportunity to ask questions of City project staff. It is not the intention of the City to issue minutes or notes of the pre-proposal conference.

In order for questions to be answered at the conference they should be submitted in writing (electronic media preferred) at least five (5) business days in advance of the conference to the City's Project Manager (the City reserves the right to choose not to respond to any question deemed not in it's best interest).

Diana Puccetti

Woodland Parks & Recreation

Woodland Community & Senior Center

2001 East Street, Woodland, CA 95776

Facsimile: 530-666-7257

Phone: 530-661-5930

Email: diana.puccetti@cityofwoodland.org

Questions not submitted in advance of the conference may be asked but may or may not be answered at the conference itself. Written addenda or clarifications may be issued to all Vendors attending the pre-proposal conference and posted to the City website for download, if deemed necessary by the City. Please refer to the "Request for Clarifications or Interpretations" Section for publishing details on addenda and clarifications.

E. Estimated Key Dates

It is important to note these dates are estimates only. The City reserves the right to revise any or all projected dates as needed.

Event	Date
Release RFP	May 28, 2007
Deadline For Submission Of Vendor Questions	June 11, 2007
Pre-Proposal Conference	June 25, 2007
Proposal Due Date	July 9, 2007
Vendor Evaluation/Selection of Finalists	July 23, 2007
Final Vendor Selection	August 6, 2007
Vendor Contract Negotiations	August 20, 2007
Project Kickoff	September 10, 2007

F. Submission of Proposals

Please prepare and submit one (1) signed original, one (1) electronic copy, and two (2) additional hard copies of the proposal. The electronic copy of the proposal shall be submitted in PDF format. The proposal containing the original signatures should clearly be marked "Original". The format of the RFP should be followed and all requested information submitted. Vendors are responsible for the completeness and accuracy of their proposal. In case of any discrepancy between this RFP and the Vendor proposal, the RFP is the document of record.

Proposals shall be sealed and be received no later than 4 p.m. on July 9, 2007. All proposals shall be submitted to:

Diana Puccetti

Woodland Parks & Recreation

Woodland Community & Senior Center

2001 East Street, Woodland, CA 95776

Proposals received after the specified date and time will not be considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with:

City of Woodland Recreation Software Proposal

RFP # 06-07-98

Vendor Name

Vendor Address

Vendor Telephone Number

Prices quoted in the proposal shall remain fixed and binding on the Vendor for not less than 120 days from date of submission.

Upon receipt of Vendor proposals, each Vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve Vendors from any obligation in respect to this RFP.

G. Supplemental Instructions or Changes

Any supplemental instructions or changes will be in the form of addenda published to the City's website identified in the "Request for Proposal Publishing" section of this solicitation. Any addenda will be made available via the City's website to all prospective Vendors, prior to the due date for submittal of proposals. It shall be presumed that any addenda so issued have been received by the Vendor and such addenda shall become a part of the proposal submittal.

Vendors will be responsible for downloading all addenda published by the City. Vendors who submit proposals without receipt of all addenda issued may be deemed to have submitted proposals not responsive to this request for proposal solicitation and will not be considered.

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this Request for Proposal, he/she may submit to the City representative(s) identified in the Request for Clarifications or Interpretations Section, above, a written request for an interpretation or correction thereof.

H. Taxes

Unless otherwise specified in this solicitation document, the Vendor shall include and be responsible for paying all taxes, which shall be applicable to the goods or services or the furnishing or sale thereof. Therefore, it is expected that all prices quoted be inclusive of any and all taxes.

I. Cost of Preparation of Proposal

The City will not pay costs incurred in the proposal preparation, printing, and demonstration or negotiation process. All costs shall be borne by the proposing Vendor.

J. Evaluation

Evaluation of the proposals is expected to be complete within 30 days after their receipt. An evaluation team composed of representatives of the City will evaluate proposals on a variety of quantitative and qualitative criteria. The selected proposal shall provide the most cost-effective approach that meets the City's requirements. The lowest price proposal will not necessarily be selected.

Local vendor preference will be given to any responders headquartered within the City and who maintain a current City business license.

The City reserves the right to reject any or all proposals, or to make no award. The City also reserves the right to require modifications to initial proposals or to make partial awards and to subsequently follow-up with requests for additional information, including, but not limited to, follow-up interviews.

The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following (each criterion will be weighted, and that weight will be a factor in proposal evaluation):

- Proposal
 - Completeness and thoroughness of the proposal. All required information must be provided in the format specified.
 - The Vendor's understanding of the City's purpose, scope and objectives, including the applicability and quality of the Vendor's approach.
- Contract
 - The Vendor's willingness to negotiate a contract, including payment terms, acceptable to the City. The number of exceptions taken to the City's terms and conditions should be noted.
- Costs
 - One-time costs. Although the low cost proposal may not necessarily be awarded the contract, costs are important evaluation criteria.
 - Ongoing costs for maintenance and support.
- Vendor Experience and Resources
 - For the references submitted by the Vendor and interviewed by the City: The quality, relevance and number of references.
 - The Vendor's ability to successfully complete the redesign and deliver a Content Management System, as demonstrated by similar projects within the past two years. Emphasis would be given to the specific capabilities required by the City.
 - The financial stability and resources of the Vendor.
- Recreation Software Software and System Integration
 - Design, capability, and functionality of the proposed System.
- Implementation/Project Management

- ☐ Level of assistance to be provided to the City by the Vendor during the implementation process.
- ☐ Feasibility, timeliness and quality of the implementation schedule.
- ☐ Ability to meet the City's implementation deadlines.
- Training, Documentation and System Administration
 - ☐ The amount and extent of user training.
 - ☐ Quality and extent of the documentation to be provided.
 - ☐ The extent of the effort required to perform system administration functions.

K. Exceptions to the RFP

The format of the RFP must be followed and all requested information must be submitted as indicated. However, the City is receptive to any additional suggestions pertaining to services and system capabilities in addition to those contained in the RFP that the Vendor believes would be useful to the City.

All exceptions to the RFP requirements, terms or conditions must be noted and include the specific section and page number in the RFP being cited. The City assumes that all requirements, terms and conditions contained in this RFP will be accepted as a basis for contracting with the selected Vendor.

L. Confidentiality of Documents

All documents submitted as part of the Vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the City Evaluation Team. Any areas of your bid that include proprietary or confidential information must be clearly identified as such so those areas can be excluded from public view. Pricing cannot be considered proprietary information. Following award of contract, all proposals become public documents and are available for public view through the City Clerk upon written request.

M. Contact with City Employees

In order to ensure a fair and objective evaluation, all questions related to this RFP must be addressed directly to the City's contact for this project as noted in the Request for Clarifications or Interpretations Section. No other contact with City staff involved in this project is allowed.

N. Certificate of Insurance

Proof of insurance is not required to be submitted with the proposal, but will be required for the selected Vendor and all sub-contractor or partnerships involved, prior to the City's award of the contract. The City's minimum insurance requirements are included in Appendix A, Sample City Contract.

O. Standard Terms and Conditions

Prior to the award of any work hereunder, City and Vendor shall enter into a written contract. The standard terms and conditions are included in the sample contract attached hereto as Appendix A. Vendors responding to this RFP are strongly advised to review all the terms and conditions of this contract.

P. Equal Opportunity Contracting

Policy: The City of Woodland is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Vendors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance: To the extent permitted by law, Vendor expressly agrees to establish compliance with the Woodland Municipal Code, and the Rules and Regulations adopted pursuant to it.

The successful bidder may be required to submit documentation during the term of the contract to evidence on-going compliance with the Municipal Code. Such documentation may include, but not be limited to, certified payroll records.

Questions regarding the Municipal Code should be directed to the City's Project Consultant.

Q. Withdrawal of Proposal

Any Vendor may withdraw its proposal by written request at any time prior to the time set for the opening of proposals.

R. Firm Commitment of Availability of Service

Once a proposal is opened, a Vendor is expected to maintain an availability of service as set forth in its proposal for at least four (4) months after date for opening proposals.

S. Reservations

The City reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require, as determined by the City.

T. Errors and Omissions

Vendor shall not be allowed to take advantage of any errors in or omissions from the Request for Proposal. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

U. RFP Not Contractual

Nothing contained in this Request for Proposal shall create any contractual relationship between the Contractor and the City. The City accepts no financial responsibility for costs incurred by any Vendor regarding this RFP.

V. Other General Conditions

1. **Current Manufacture:** All Hardware and Software furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest design. All material and equipment offered shall be new and unused.
2. **Purchase Alternatives:** The City reserves the right to purchase more or less of any item proposed at the unit price offered, unless specifically limited in a Vendor's response. The City reserves the right to procure Hardware, Software, or Components through alternative, 3rd party, or other City resources at a lower cost, as approved for compatibility by the Vendor.
3. **Current Version:** "Packaged" Application and System Software shall be the most current publisher or Vendor's version, as of date of contract. However, no Beta test versions will be acceptable. The City requires that all Software proposed be operational in a minimum of two (2) client locations as of the date of the proposal.

4. **Prior Use:** The City reserves the right to use Hardware and Software furnished under this proposal prior to Final Acceptance. Such use shall not constitute acceptance of the work or any part thereof by the City.
5. **Availability of Funds:** In the event that sufficient funds are not available for the project, the City reserves the right to negotiate the scope of this Contract, delay implementation, reject all proposals, or award another type of contract other than that required in this RFP.
6. **Requirement to Meet All Proposal Provisions:** Each Vendor shall respond to all of the specifications and proposal terms and conditions. By virtue of the proposal submission, the Vendor acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the proposal.
7. **Proposal Retention and Award:** The City reserves the right to determine and waive nonsubstantial irregularities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that the proposals are qualified by specific limitations, and to make award as the interest of the City may require.

II. Introduction and Project Intent

A. Introduction

Woodland has a population of approximately 52,000, and is the county seat of Yolo County. Woodland is located 20 miles northwest of Sacramento at the intersection of Interstate 5 and State Route 113. To the south is the City of Davis, with its University of California campus. The Sacramento International Airport is eight miles to the east.

Woodland has a strong historic heritage, which is reflected in an impressive stock of historic buildings in its downtown area and surrounding neighborhoods. The agricultural setting is largely responsible for the community's distinct identity and plays an important economic role in Woodland. Due to its proximity to major transportation nodes, Woodland has also become increasingly important as a manufacturing and distribution center.

The City's Parks & Recreation Department is currently using Recware Pro for their Facility Reservations and Program Registration.