



REQUEST FOR PROPOSALS FOR RECREATION SOFTWARE

- Introduction

The City of Mauldin will accept proposals from all interested companies for RECREATION SOFTWARE.

The software will need to offer and/or follow the requirements below:

1. Software must have the following capabilities:
 - A. Activity registration (with on line as option)
 - B. Facility rental (with on line as an option)
 - C. Scheduling- league & tournament
 - D. Point of Sale
 - E. Membership management- billing, pass, & annual
 - F. Household management
 - G. Email/Text marketing
 - H. Compatible with Smart Fusion software (product of Harris Local Government)

Submittal packages will be evaluated based on the following:

1.1 Guidelines for RFP Evaluation

There will be three general principles that will govern the RFP reviews, evaluation and selection process:

1. Clear, complete and accurate responses to RFP requirements
2. Satisfactory responses to issues and requirements as determined by the City of Mauldin
3. Competitive cost solution

The City of Mauldin will be the final arbiter for determining firm compliance with these three general principles.

1.2 Objectives and Expectations

The City of Mauldin has defined several objectives and expectations for software to be chosen. The most important are:

- A. Meets all requirements stated above in the introduction
- B. The company that wins the bid will offer onsite training for staff during initial launch

1.3 Submittal information

The final proposal must be emailed to janahan@mauldinrecreation.com plus two bound and one unbound copy should be mailed to the address below on or before 3:00 pm EDT, February 15th, 2019. When the proposal is received an email will be returned confirming that proposal has been collected. A hard copy can also be mailed to the address below if you choose.

Addressed to: City of Mauldin
5 East Butler Road
Mauldin, SC 29662
Attention: Joe Lanahan

Mailing Address P.O. Box 249
Mauldin, SC 29662

Mark envelope: RFP "Recreation Software"

Any offer submitted as a result of this Request for Proposal (RFP) shall be binding on the company for sixty (60) calendar days following the specified opening date. Any offer for which the company specifies a shorter acceptance period will be rejected.

1.4 Deadline Enforced

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE FIRM. IT IS THE POTENTIAL FIRM'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO FIRMS AND WILL NOT BE EXEMPTED FROM REQUIREMENTS. FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

1.5 General Procurement

Companies are cautioned that any statements made by City staff or advisors that materially change any portion of this document are NOT binding on the City, and shall not be relied upon unless subsequently ratified by written amendment. All changes shall be in the form of a written amendment. Oral information obtained otherwise will NOT be considered in awarding a contract. Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA). If you cannot agree to this standard, please do not submit your proposal or bid.

The City accepts no responsibility for any expenses incurred by the Firm in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm. The City of Mauldin reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to

the offer which best serves the interest of the city, or to not award the contract if the City determines that it is not in its best interest to do so. All submittals shall become the property of the City of Mauldin, and shall not be returned to the vendor, provided that all proprietary information and/or processes of the vendor contained therein, if any, shall remain the property of the vendor. All information qualifying as proprietary under the South Carolina Freedom of Information Act, and designated as such, shall be considered confidential and such information shall not be subject to review by outside individuals or organizations, except as may be compelled by judicial process and in accordance with applicable laws, regulations and City policies. All proprietary information must be clearly marked as "Proprietary". If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify the City of Mauldin such error in writing and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP or it shall be deemed waived. The words "Bidder", "Firm", "Company", "Supplier", "Offeror", "Contractor", "Proposer", "Respondent" and "Firm" are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal on the scope of services or any part thereof.

The City of Mauldin reserves the right to reject any and all qualification statements and to evaluate. In its absolute discretion, the statements submitted and to award the contract based on the established criteria listed above and according to the qualification statements that best serve the interest of the city of Mauldin.

The selected firm must have proof of workers compensation and liability insurance. The selected firm must obtain all business licenses required. A business license is not required to submit an RFP.

1.6 Selection Process

All submittals will be reviewed by the City. The city will base its selection on the following criteria:

1. Cost
2. Experience and capability to provide software services
3. Quality and comprehensiveness of the proposal

The City reserves the right to interview firms as a part of the selection process.

Award of Contract

The City of Mauldin reserves the right to reject any or all proposals, to waive any informality in any proposal, to sit in and act as sole judge of the merit of each response submitted, to select a firm based on the criteria stated.

Bids will be opened on Feb 18th, 10am at Mauldin Recreation office. 10 City Center Drive, Mauldin SC 29609. Office is located in Mauldin Sports Center.

Requirements

The successful company shall comply with all instructions and shall be able to provide quality software that meets the industry standards for the project. The successful company must obtain any business license(s) and permits required by the City and the State of South Carolina.

The City of Mauldin reserves the right to reject.

Questions and Inquires

It is the policy of the City of Mauldin to accept questions and inquiries from potential bidders receiving this RFP. Written questions should be mailed, emailed or faxed to City of Mauldin to the attention to Joe Lanahan, Recreation Director at the following address:

City of Mauldin
Attn: Joe Lanahan
5 East Butler Road
P.O. Box 249
Mauldin, SC 29662

Joe Lanahan Phone Number: 864-335-4850

Joe Lanahan Fax Number: 864-335-4887

Joe Lanahan Email Address: janahan@mauldinrecreation.com