



CITY OF VICTORIA

Established 1824, Founded by Congress, Republic of Texas, 1839

PURCHASING

702 N. Main Street, Suite 132 Victoria, Texas 77901

361-485-3170 Phone

purchasing@victoriatx.gov

Addendum No. 1

Questions & Answers

Issue Date: 04/14/2022

TO: All Respondents of Record

RE: Parks & Recreation Software System Project
RFP-LG-04212022-PARSFT

To All:

The text that follows includes a list of questions received related to the City of Victoria's Request for Proposals for Parks & Recreation Software System Project and the associated responses. This list may not be exhaustive but does include all information deemed substantial or relevant to submittals. Additional questions may be submitted prior to the submission deadline, but there are no guarantees that an answer can be provided in time to assist in developing a submission.

1. Please provide revenue for 2019, 2020 and 2021.
 - a. 2019 – Approximately - \$500,000
 - b. 2020 – Approximately - \$235,000
 - c. Information for 2021 is in the RFP
2. Please tell us what you are currently using as RMS?
 - a. If RMS stands for Recreation Management System, we use Community Pass.
3. What will the City be transferring to the new legacy system (data)?
 - a. Depends on the implementation fee. However, I we are not expecting to transfer over the households or other information into the new system due to additional fees and charges for this service.
4. Who is your current Merchant provider?
 - a. Forte
5. Will there be a link to join via teams? Will the information shared at the meeting be available via addendum to those that cannot join?
 - a. No, and yes, questions from pre-bid will be answered here.

6. Please provide more details about the SAP financials and OpenGov dashboard - please clarify further, what the City is looking for with this requirement?
 - a. For SAP we would want a flat file to transfer over any financial information on a daily basis. This would consist of any fees that were paid in the new RMS system.
 - b. For OpenGov we would need a flat file to import into OpenGov however, we would need to discuss further the format. The main thing is that a report can be set up to do a daily data dump.
7. Please provide number of stations. Subject: POS Stations
 - a. I am not entirely sure what is being asked. If each administrator does not have access to a POS station on their dashboard then we would need a minimum of two, but preferably more. The answer would be dependent on price.
8. Is the City open to changing merchants?
 - a. Yes, the City would be open to changing merchants.
9. Describe in more detail how they manage leagues today and what system they use.
 - a. Leagues currently scheduled and managed through Quickscores. Team captains register teams on Community Pass.
10. Is there a way to attend the pre-proposal meeting virtually?
 - a. No
11. When we previously spoke, your revenue was noted as \$550,000 but on the RFP it states \$450,000, also no amount associated to the POS system. Your revenue may have dropped in 2021, so we are just wanting to confirm?
 - a. \$450,000 is the correct amount.
12. On page 23 of the RFP, it indicates that vendors need to complete a Functional Requirement Document, which is an editable Word document as Attachment A. We do not see this Word document posted in the procurement portal. Can you please release the document for our review and completion?
 - a. This was in error, please remove from the solicitation.
13. While we allow for unlimited user credentials we license the software by concurrent user, meaning the maximum number of users (staff only) that would be logged into the system at the exact same time. Is this a number that you can provide?
 - a. We would most likely have no more than 11 concurrent users on at a time. Typically, it would be less than 10, but at the most 11.

Thomas Anklam CTCM, CTCD
Purchasing Supervisor
City of Victoria