



**Parks and Recreation Department**

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**ADDENDUM NO. 1 – September 25, 2025**  
**Request for Proposals For**  
**Recreation Registration Software Management System for Parks and Recreation**

This addendum amends the Request for Proposals (RFP) for this project as follows:

RFI 1: p.18 – “See separate Excel Workbook titled Attachment 2 Functional and Technical Requirements”. Please provide excel/editable version or link.

A1: Attachment 2 Functional and Technical Requirements is attached separately on the City webpage at [www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system](http://www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system) under the Supporting Documents tab.

RFI 2: Quick question, is it possible to get the Technical Requirements that are in the RFP in excel/CSV format?

A2: Attachment 2 Functional and Technical Requirements is attached separately on the City webpage at [www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system](http://www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system) under the Supporting Documents tab.

RFI 3: While our system supports an unlimited number of staff logins, could you provide an estimate of how many staff members might be logged in simultaneously at any given time?

A3: There are approximately fifty (50) active logins between Recreation Staff, Finance, and POS Cashiers. While most of these are not simultaneously logged in at the same time, there is a potential for approximately twenty (20) logins to be active at the same time.

RFI 4: You mention that you would like the system to be able to take payments via a QR code. Is this a must-have requirement? Our devices can handle touch, tap, insert, along with Apple and Google pay, but we currently are not using QR Payments.

A4: While the ability to take payments via a QR code that will take registrants directly to a payment screen is desired, we will consider other payment options based on the capability and ease of taking payments, necessary equipment and PCI compliance.

RFI 5: You have a Weather Notifications requirement. Can you elaborate? i.e. are you just wanting the system to be able to send notifications to patrons or is this something specific to weather?

A5: The Weather Notification ideally would have the ability to send either email or text (or both) to registrants cancelling or rescheduling programs due to inclement weather.

RFI 6: After reviewing we noticed there isn't a good way to respond to the requirements matrix and was wondering if we can receive an Excel version of the requirements matrix.

A6: Attachment 2 Functional and Technical Requirements is attached separately on the City webpage at [www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system](http://www.ci.lathrop.ca.us/parksrec/page/fy-20252026-request-proposals-recreation-registration-software-management-system) under the Supporting Documents tab.

End of Addendum #1

\* Proposer Acknowledgment of Addendum #1:

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Company Name

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Date

Name &amp; Title

Signature