ADDENDUM NO. 3 – October 1, 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: Would the City consider accepting proposals by email only and waiving the requirement for mailed hard copies to help reduce environmental impact and avoid potential delivery delays?

A1: We will require hard copies at this time.

RFI 2: If hard copies are needed, would the City be open to reducing the number from 5 to 1–2, and using the email copy for sharing instead?

A2: The copies are required for scoring purposes as multiple people within the organization are involved in the process.

RFI 3: How many bookable spaces (including segmented spaces) do you have?

A3: The City currently has 45 bookable spaces, however, that number is expected to increase as new community park space with rentable areas are developed.

RFI 4: How many courses do you offer annually? Include if offered several times annually.

A4: Many of our courses are offered on a monthly basis. For calendar year 2024, the City offered 676 program offerings.

RFI 5: Does the City have a preferred 3rd party hosted payment gateway in place, or should we present a list of our integrated options in our response? If a payment gateway already exists, what is the system?

A5: The City utilizes the current software system to take payments and then a nightly export is completed to integrate it with our financial system. The City currently utilizes New World Systems as our financial software system, and any registration software would have to be compatible or have a coded export written.

End of Addendum #3

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* Proposer Acknowledgment of Addendum #3:

_____   _____
Company Name   Date

_____   _____
Name & Title   Signature