

**ADDENDUM NO. 4 – October 10, 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: What are the biggest challenges or pain points experienced by staff and/or public users with the current system?

A1: As programs grow, some challenges are:

- The amount of courses that populate because each month is a “new” program.
- The percentage split of GL codes having to populate on an export instead of from a drop down when entered into the software.
- Having to use multiple software programs to accomplish goals – Team Sideline, etc...

RFI 2: What is the annual contract value of the current system?

A2: \$5,100

The base subscription fee above covers the first \$ 500K worth of transactions processed in a given subscription year. Transactions processed through the system in excess of \$ 500K in a given subscription year will be assessed a .75% transaction fee. If the CITY does not process more than \$500K in a given subscription year, the Variable Transaction Fee does not apply.

RFI 3: What is the City’s budget for this project?

A3: RFP’s are scored on meeting the requirements within the proposal.

RFI 4: Is the City interested in a fee-per-transaction pricing model, or does the City prefer an annual software subscription pricing model?

A4: The City would be open to looking at either option. Annual subscription pricing model would be preferred.

RFI 5: How many POS card reader devices does the City anticipate needing for this project?

A5: The City would need approximately 5 card readers, but as we grow, that number could increase.

RFI 6: Would the City please consider extending the proposal submission deadline by 1-2 weeks to allow sufficient time for vendors to develop responses in advance of the hard copy due date?

A6: In order to meet our implementation deadline, we require submissions to be submitted by the deadline.

End of Addendum #4

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\* Proposer Acknowledgment of Addendum #4:

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Company Name

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Date

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Name & Title

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Signature