

REQUEST FOR PROPOSALS RFP23-007

FOR

RECREATION SERVICERS SOFTWARE

Submission Deadline: June 21, 2022

2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent regarding this RFP to the Purchasing Department until 12:00pm on June 13, 2022. Questions received after this date may not be answered. Please reference RFP23-007 on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this RFP. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.



**BID SPECIFICATION SHEET FOR RFP23-007**

**RECREATION SERVICES SOFTWARE**

**Overview of Project**

Missouri Western State University (MWSU), a public higher education institution, is researching the opportunity to upgrade its recreation services operating software campus. It is Recreation Services’ intention to select a software that will assist in bringing information important to students to one location. By achieving this, it will allow for better communication between students and Recreation Services (and affiliated departments); easier access for students to access information relevant to them individually; give students the availability to see what leagues, classes, or events are scheduled; track daily operational statistics; and provide a more user-friendly experience.

**School Overview**

Detailed information regarding Missouri Western State University may be found at <http://www.missouriwestern.edu/>about/

**Bid Response Requirements**

All responses must include a point-by-point response to each of the sections above. This should show how software aligns with each of the services. Response may be described in detail under requested section or on a separate page. Failure to respond to all sections may be grounds for rejection of the proposal. MWSU reserves the right to request additional information and /or presentations, if clarification is needed. This request does not obligate MWSU to complete the proposed project and MWSU reserves the right to cancel this solicitation if it is considered to be in its best interest.

**Services must be included:**

* Billing & Invoicing
* Usage Statistics Reporting
* Inventory Management
* Equipment Reservation Management
* Multiple Facility Management Capabilities
* Facility Scheduling & Reservation Management
* Registration Management
* League/Team Management
* Fitness Class Management
* Facility & Equipment Occupancy in Real Time
* Membership Registration
* Integrate to MWSU Credential Login
* User Friendly Dashboard
* Customizable to MWSU Program wait lists and seat caps
* Multiple team roll/privilege access
* POS System integration (we may not use this in any more detail past membership registration, but it is under discussion)
* Customizable membership registration and fees
* Card-swipe membership check-in compatibility

**Services needed:**

* Facility operating hours
* Facility access requirements (i.e. assumption of risk statements; health history forms; physician clearances; minor participation release)
* Facility suspension availability
* Data for daily usage statistics
* Data for demographic statistics
* Data for intramural registration
* Data for fitness class participation
* Intramural roster management
* Intramural free agency
* Intramural game suspension
* Interactive exterior campus map
* Registration for leagues and events
* Notifications & Alerts - Selective groups
* Department directory (Important Contacts)
* Customizable to each Student; notifications, alerts, events
* Single Sign On/Stays Signed In
* Campus info viewable for Prospective Students without log in; Current Student info can only be seen by students with valid log in
* Advertise large campus events front and center on mobile app

**Services wanted:**

* Interior Map; room locations are hard to find in some buildings
* Campus advertisements
* Student employment opportunities
* Voting /Polls/Surveys for programming assessment
* Search Bar
* Multi Language
* Program wait lists and seat caps

**Additional Services:**

* All services provided as part of the proposal.
* Any potential add-on services with estimated costs.
* Any potential savings from entering into multiple year agreements.
* All terms of services, including assumptions used as part of the proposal.

**Bidder Instructions**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is 12:00 p.m. Central Time, June 13, 2022. These questions should be submitted to [purchase@misssouriwestern.edu](mailto:purchase@misssouriwestern.edu).
* RFP should be submitted no later than June 21, 2022 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Vendor’s name and address clearly written on the outside. The Request for Proposals Bid Number (RFP23-007) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by June 21, 2022 no later than 2:00pm.

* Invitation to Bid Page: Complete the required vendor contact information for RFP23-007.
* Introduction: Briefly introduce your company, indicating whether the company is local, regional, national or international. Provide a profile of the company including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the company, their titles, addresses and phone numbers.
* Beginning on page 2 provide detailed responses to each point addressed in Proposal Section.
* References (3) specifications found on page 5.
* Pricing: Include page 6, pricing page to provide a brief overview of your proposal pricing.
* Addendum: Include any addendums for verification of receipt.
* Current signed W-9
* Include one (1) original plus one (1) copy of all proposal submission materials for a total of two (2) hard copy documents.

**Proposal Term & implementation**

MWSU is seeking a multi-year contract for full implementation beginning on July 1, 2022 running for three (3) years until June 30, 2025. MWSU requests full program implementation be completed by August 29, 2022 after award of July 1, 2022.

Upon mutual agreement by the vendor and MWSU, the contract may be renewed by MWSU for an additional two (2) years (ending June 30, 2027) following the initial three (3) year contract period.

**Questions**

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). **All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until Monday, June 13, 2022 at noon.** Questions received after this date may not be answered. Please reference the RFP23-007 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

**Evaluation and Selection**

For vendors who meet the minimum qualifications their proposals shall be evaluated by the Selection Review Committee. Final decisions will be based on the Review Selection committee’s assessment of the best use of limited dollars and potential return on investment.

Responses to this RFP will be evaluated upon the features and functionality stated in the proposal and the related costs as well as the responses provided.

Factors that will be considered during the assessment and decision process include:

* Ease of use of software and alignment of components to needs
* References provided by prior and current customers of the vendors
* Proven results for other Universities

**REFERENCES**

Every vendor must provide at least three (3) references, which reflect a successful implementation of similar scope and size. References should include the following information:

* Customer name and address
* Contact person and telephone number
* Description of the Project with timeline implementation
* Audience size



**PRICING SHEET FOR RFP23-007**

RECREATION SERVICES SOFTWARE

Initial year pricing (7-1-22 to 6-30-23) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second year pricing (7-1-23 to 6-30-24) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third year pricing (7-1-24 to 6-30-25) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Fourth year (7-1-25 to 6-30-26) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Fifth year (7-1-26 to 6-30-27) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF BID AND SALE:

The vendor must comply with all Federal, State and Local regulations and laws.

Proposals received after the deadline will not be accepted or considered.

Missouri Western State University reserves the right to reject any and all proposals received in response to this RFP and to waive any minor irregularity or informality.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies. MWSU reserves the right to accept or reject any or all items of this bid.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Vendor Signature

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_