



## Request for Proposal

Recreation Software  
April 7, 2021

Town of Blackfalds  
Box 220  
Blackfalds, AB T0M 0J0



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## 1.0 INTRODUCTION

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The Town of Blackfalds is currently seeking qualified companies to provide and implement recreation software for our Community Services Department.

## 2.0 BACKGROUND

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Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 (2018 census). Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

## 3.0 OPPORTUNITY

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The Town of Blackfalds is requesting proposals from qualified companies to provide and implement recreation software that fulfills the Town's needs for operations of recreational facilities and programming.

## 4.0 OBJECTIVE

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The primary objective of this RFP is to seek qualified companies to provide recreation software that offers the ability to book multiple recreation facilities, online registrations for programs, point of sale, online purchase of memberships and customer account management.

## 5.0 GENERAL INSTRUCTIONS TO PROPONENTS

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Proposals specifically marked:

**"Recreation Software 2021"**

Shall be received by the following:

Mr. Rick Kreklewich, **Abbey Centre General Manager**  
Town of Blackfalds Civic Cultural Centre

5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1 All proposals shall use the enclosed Proposal Form for submitting their proposal pricing, including the implementation fee and annual subscription fee (**Appendix 'A'**).
- 5.2 A list of software and support provisions included in the proposal pricing.
- 5.3 Qualifications to provide the proposed services (if applicable)

Proposal Submittal: One copy of the sealed proposal clearly marked as above.

**PROPOSALS WILL BE ACCEPTED UNTIL 12:00 PM, APRIL 20<sup>th</sup>, 2021.**

Late or faxed proposals will not be accepted. Proposals must be presented in sealed, clearly marked packages.

## 6.0 REQUIREMENTS

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Proponents must show their ability to provide the following items:

- Facility Bookings
- Program Registration (online component)
- Membership Purchasing and Management (online component)
- Point of Sale
- Account Management
- Financial Reporting
- 24/7 Technical Support

It is preferable to have a browser-based system whereby staff access the system via the internet. Full implementation of the new software is to be completed by October 1<sup>st</sup>, 2021.

## 7.0 INFORMATION

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Proponents can request information related to the software implementation and provisions by contacting the following Town contact:

Mr. Rick Kreklewich, **Abbey Centre General Manager**  
T: 403.885.4029  
[rkreklewich@blackfalds.com](mailto:rkreklewich@blackfalds.com)

Each Proponent is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect

to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to Mr. Rick Kreklewich through the contact information indicated above.

## **8.0 SCHEDULE**

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- Request for Proposal packages disseminated: **April 7, 2021**
- Closing date for receipt of proposal packages: **April 20, 2021, 12:00 PM**
- Recommendation for award: **April 28, 2021**
- Implementation Completed: **October 1, 2021**

## **9.0 EVALUATION CRITERIA**

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The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Blackfalds. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

## **10.0 NEGOTIATION**

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The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

## **11.0 ACCEPTANCE OF PROPOSALS**

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The Town of Blackfalds will have specific interest in proposals from contractors that best demonstrate the qualifications, abilities, experience, and resources to provide the services as outlined.

The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with the proponent that has been determined to have the ability to best meet the needs and expectations and offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any proponent.

The submission of a proposal does not constitute a legally binding agreement between the Town of Blackfalds and any proponent. It is part of an overall selection process

intended to enable the Town to select a proponent to fulfill the items indicated in this RFP. The objective of this RFP process is to identify those proponents who offer the best delivery of service and value and demonstrate the highest degree of capability for providing the services outlined herein.

**APPENDIX 'A'**

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**PROPOSAL SUBMITTAL FORM**  
**Recreation Software 2021**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Proposal Pricing:

**One-time Implementation Fee:** \_\_\_\_\_

**Annual Subscription Fee:** \_\_\_\_\_

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm