



Minneapolis
Park & Recreation Board

Electronic Records & Document Management Solution

Request for Proposal
Pre-proposal Meeting with Vendors



Proposal Documents

- MPRB Business Opportunities
 - Request for Proposal
 - Requirements Workbook
 - Pricing Worksheet

Proposal Format

- Proposal should include the following:
 - Project team: participants w/ qualifications & experience and evidence of:
 - Successful completed similar projects
 - Technical expertise
 - Understanding of MPRB, gov't agencies
 - Understanding of municipal bidding & contracting
 - Proposed project approach
 - Proposed project schedule
 - Agreement to meet all requirements (see Requirements Workbook)
 - References
 - Project cost (see Pricing Worksheet)



Proposal Submittal

- Provide (3) copies of proposal – use specific paper size
 - 8 ½ x 11 paper for all documents except
 - 8 ½ x 14 for Requirements Workbook
- All succinct and clear

Evaluation Criteria

- Quality, thoroughness and clarity to meet all requirements; project scope
- Qualifications and expertise of project team
 - Understanding of project
- Project cost
- Ability to meet all general & insurance requirements
- Proposed schedule
- Success of project demo (for top vendors)

Vendor Requirements

- Use the Requirements Workbook to complete the line items. Use codes:
 - Not provided
 - Additional services required
 - Configuration required
 - Provided as-is
- NOTE: an addendum will be posted that states to use the above responses in the Requirements Workbook and not “Y, N, T, M”.

[MPRB Business Opportunities](#)

Pricing Worksheet

- SaaS
- On-Premise
- Complete thoroughly
 - Provide details, cost-out individual firms if more than one involved

[MRPB Business Opportunities](#)

Schedule

- Posting will close on September 16, 2019 at 3:00pm
- Evaluation of proposals until October 14, 2019
- Vendor demos week of October 29th
- Evaluation of demos until November 8, 2019
- Vendor selection & contract negotiation begins
- Contract approved by Board of Commissioners
- Implementation to begin in early Q1 2020

MPRB may change timeline

Questions



www.minneapolisparke.org