Request for Proposals

Government Board Meeting Agenda Management Software

Release Date: March 17, 2021
Required Pre-Proposal Meeting: March 29, 2021
Proposal Deadline: April 5, 2021
## Contents

1.0  Introduction ........................................................................................................ 3
2.0  About the MPRB ......................................................................................... 4
3.0  Technology Environment ........................................................................... 5
4.0  Data Migration .............................................................................................. 5
5.0  Project Information ....................................................................................... 6
6.0  Proposal Format and Requirements ............................................................ 11
7.0  Proposal Submission .................................................................................... 13
8.0  Pre Proposal Meeting ................................................................................... 14
9.0  Proposal Evaluation and Selection Criteria ............................................... 15
10.0 RFP Schedule and Contact Information ...................................................... 18
11.0 Board Rights ................................................................................................ 18
12.0 Proposal Validity Period ............................................................................. 19
13.0 Restricted Discussions/Submissions ............................................................ 19
14.0 Independent Parties ...................................................................................... 19
15.0 Performance Investigations .......................................................................... 19
16.0 Severability ................................................................................................... 19
17.0 Notices ........................................................................................................... 19
18.0 Interest of Members of the Board ............................................................... 20
19.0 Employee Involvement/Covenant Against Contingent Fees .................. 20
20.0 Hold Harmless ............................................................................................ 20
21.0 Data Practices .............................................................................................. 21
22.0 Entire Agreement .......................................................................................... 21

Appendix A - Software and Installation ............................................................. 22
Appendix B – System Price Estimates ................................................................. 23
Appendix C – User Estimates ............................................................................... 24
1.0 Introduction

The Minneapolis Park and Recreation Board (MPRB or Board) is seeking proposals for a comprehensive government agenda management software solution. This system will be a gateway used by staff to submit and compile board meeting agenda items as well as publish a polished agenda to be easily accessed by the public.

Key features include:
- Agenda compilation and development
- Agenda item submission, workflow, and approvals
- Integrate agenda item editing
- Meeting minutes compilation
- Document and item collaboration
- Front-end / public side user interface to access board meeting agendas and minutes with separate views from back-end editing

This request for proposal (RFP) is being submitted to vendors to obtain proposals regarding their system solutions, features, functions, pricing, and ability to meet these application requirements. Vendors must demonstrate a proven solution meeting the requirements contained in this request for proposal.

We request that interested vendors supply information detailed in this RFP completely. All proposals are due in no later than 6:00 p.m. on Monday April 5, 2021.
2.0 About the MPRB

Established in 1883, the Minneapolis Park and Recreation Board (MPRB) oversees a renowned urban park system spanning 6,809 acres of parkland and water. The Minneapolis Park and Recreation Board is an award winning, nationally acclaimed park system. The Trust for Public Land recently ranked the Minneapolis Park System the #1 system in the nation.

The MPRB is an independent, semi-autonomous governing body responsible for maintaining and developing the Minneapolis Park System to meet the needs of citizens of Minneapolis.

Nine Park Board Commissioners are elected every four years: one from each of the six park districts within the city and three who serve at large. The policy-making Board of Commissioners appoints the Superintendent to provide high-level oversight and leadership to this nationally renowned park system.

The Park Board staff consists of approximately 600 full-time and 2,000 part-time employees in the areas of administration, environmental stewardship, planning, and recreation.

Mission
The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for current and future generations. The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.

Vision to 2020
In 2020, the Minneapolis park system is a premier destination that welcomes and captivates residents and visitors. The park system and its beauty are part of daily life and shape the character of Minneapolis. Natural, cultural, artistic, historical, and recreational resources cultivate outstanding experiences, health, enjoyment, fun, and learning for all people. The park system is sustainable, well-maintained, and safe, and meets the needs of individuals, families, and communities. The focus on preserving land continues, with a strong emphasis on connecting people to the land and each other. Aware of its value to their lives, residents are proud stewards and supporters of an extraordinary park and recreation system.
3.0 Technology Environment

The preferred solution should be a web-based application that is delivered through a SaaS model. It is also preferred to have the vendor host the solution though proposals of MPRB-hosted solutions (on prem) will also be considered.

The MPRB Information Technology infrastructure consists of three key components: internet connectivity, workstations, and servers (virtual and physical).

Internet connectivity
Multiple remote sites that utilize broadband Internet circuits and VPN technology operate under various Internet speeds. The solution shall operate smoothly within all speeds.

Virtual Servers
The MPRB runs a VMWare environment with many virtualized servers. This environment is expanding as the MPRB’s goal is to virtualize all servers that meet the requirements. Virtual Environment is currently running Microsoft Windows Server 2008 R2 - 2019 with IIS 7.5 – 10

Physical Servers
The MPRB is supported by a Microsoft Active Directory based network with multiple servers running Windows Server 2012 R2 – 2019. The MPRB uses Microsoft SQL DBMS as a database standard.

Workstation hardware & software
The MPRB workstations are running Microsoft Windows 10 with Microsoft Office 365 Professional Plus.

4.0 Data Migration

Vendors responding to this bid need to provide details regarding data migration capabilities. MPRB will migrate data from the existing software including previous agendas and items as well as attached files from up to two years before the go-live date.
5.0 Project Information

Vendor Selection
The finalists will be chosen based on:

▪ Ease of solution use for the public and staff
▪ Ability to meet the requirements of the RFP
▪ Maintenance, customer service and support offering
▪ Vendor experience and qualifications
▪ Training Delivery and Documentation Portal
▪ Cost
▪ Acceptance of the MPRB’s terms and conditions

The finalists will be asked to demonstrate their product after bid close.

5.1 General Requirements
The following general requirements are anticipated as part of the proposed solution:

5.1.1 Online Access
It is the goal of this project to provide an improved interface for public access to MPRB board meeting agendas. It is anticipated that all solutions will provide web access to the modules. It is strongly desired that the solution provides a separate public portal access and back-end user access.

5.1.2 Accessibility
Although the MPRB is not an agency of the State of Minnesota, the MPRB expects the successful Proposer to follow the accessibility standards presented by the State of Minnesota. See here. This standard incorporates the Web Content Accessibility Guidelines 2.1 and guidelines from Section 508 of the Rehabilitation Act of 1973.

5.1.3 Training
MPRB expects staff training in the implementation phase of the vendor’s solution. Vendor should state how many hours and days of training will be provided by the vendor and address how new MPRB staff will be trained after the implementation of the solution. Training materials and documentation are to be included in the cost of the solution and should include training modules that can be used for future onboarding of employees. Describe how current customers have evaluated the training programs provided. Describe the background of the trainers. Please describe any available documentation or article database available to MPRB post-implementation.

5.1.4 User Management
The solution provided needs to allow appropriate access and security restrictions based on the security level of users. The MPRB requires management of user access based on various
workgroups and business requirements. The MPRB anticipates approximately 70 non-concurrent users. Specific user numbers and anticipated concurrent license use is listed in Appendix C to determine pricing.

5.2 Software Requirements

5.2.1 Agenda compilation and development
The solution shall provide a workflow to create board meeting agendas in a consistent format. Agenda items submitted by provisioned users should go through the described workflow and be placed within an agenda. Final agendas need to be easily accessible, exportable and easily modifiable after being published.

5.2.2 Agenda Item (discussions, resolutions) development and workflow
The solution shall provide a workflow for users to develop and submit agenda items to be added to the final agenda document. Each agenda item is expected to undergo an approval workflow prior to being added to the agenda. Agenda items may be built on previous agenda items which the system should reflect.

5.2.2.1 Agenda Item Tracking and Status
Agenda items should maintain a status and be differentiated based on the actions remaining and be able to accommodate 3-6 reviews prior to being finalized for publishing on the public facing agenda. For example, agenda items could be in a draft status, final status or awaiting approval.

5.2.2.2 Document and File Supplementation/Attachment
Supplemental documentation may be required for submitted agenda items. The system needs to reflect this by attaching documents to agenda item instances. This includes attaching materials after the agenda is published so the public can easily see the additions or amendments to the agenda.

5.2.2.3 Agenda Item and Document Search
Agenda items should be easily searchable and accessible on an internal interface and the public interface. This could be through keywords or various search parameters such as date created, topic or the user responsible for submission. Similarly, agenda items and supplemental documents need to be searchable and accessible.

5.2.3 Meeting minutes
During or after meeting occurrences, meeting minutes and notes are added to the created agenda. A new file is to be created with the corresponding meeting minutes. This process should be flexible as additional minutes might need to be added later. Like agendas and supplemental documents, minutes need to be easily exportable and accessible.
Meeting minute functions need to accommodate multiple amendments for each action considered with the ability to show the relationship between amendments and the individual vote for each amendment.

Meeting minute function need to accommodating adding new actions that were not on the agenda in a form that is equally searchable with actions that were published on original agendas.

5.2.4 Public Portal
It is expected that a public portal be available for MPRB to utilize as a gateway for users from the public to access agendas, minutes, and other useful links. The ideal solution will provide MPRB the flexibility to manage visuals, formatting, and additional information such as announcements, help text or important dates.

5.3 Implementation Project Management
The successful Vendor will name a project manager as a single point of contact for the project. This person must be empowered to authorize changes and will be expected to escalate any problems or issues, such as scheduling, supervision, inspection, and status reporting.

The MPRB will specify a project manager for this implementation project. This individual will provide a single point of contact for the Vendor and will assist in coordinating work between the MPRB and the Vendor. Any disputes between the MPRB and the Vendor will be resolved by the MPRB and a management representative of the Vendor who has the proper authority.

Weekly status reports will be given by the Vendor’s project manager in writing, at a mutually agreed upon time after contract award or verbally whenever requested by the MPRB’s project manager. These status reports will recap completed work and bring attention to outstanding tasks that may cause a delay in completing implementation.

5.4 Implementation Support
Vendor will describe complete implementation process and support including approximate timelines, resources provided and MPRB resources required.

5.5 Acceptance Testing
The MPRB requires a full acceptance test plan before implementation. Vendor must propose an Acceptance Test Plan that shall identify tests required to validate that the solution meets the requirements of the contract.

Vendor should indicate the scope of testing required, as well as the time and resources that will be needed from the MPRB to complete the testing.

5.5.1 Pre-Implementation Acceptance Testing
Vendors should define a schedule of pre-testing and on-site acceptance testing for their proposed solution that will be discussed and agreed to by the MPRB. This testing schedule should cover all the elements set out within the statement of requirements.
5.5.2 Post-Implementation Acceptance Testing
Vendors should define a schedule for testing that will occur after the solution has been implemented to ensure that all elements of the solution are working as expected following implementation.

5.5.3 Problem Resolution
The MPRB will agree on change control, problem management and problem resolution with the Vendor. All problems found during testing should be resolved by the vendor, at no expense to the MPRB. Vendors should agree to a reimbursement plan, should problem resolution delay.

5.6 Service Level Agreements and Support
Vendors should provide a service level agreement and responses for the solution. Vendors should briefly describe on-going support offerings (phone, email, consulting, etc.) Vendors will be clear about what is included in the standard annual maintenance agreement and what additional support services are. Vendors will include the escalation process for technical issues and guarantees with respect to support response times.

Vendors will describe a new release and software enhancement policy. Vendors will indicate the frequency of new releases as well as the support and documentation provided for implementing new releases. Please indicate if there is a cost associated with new releases and upgrades or if they are covered by the annual maintenance agreement.

5.7 Documentation
Vendors will describe any documentation that is provided with the purchase of the system and the format of the documentation provided (hard copy, online, etc.)

5.8 Third-party Alliances
Vendors will describe any third-party alliances you have and how they enhance your product and service offerings to customers.
6.0 Proposal Format and Requirements

6.1 Format
Proposers must include the following core elements in their proposals in the same sequence as they are presented below:

1. **Company Overview**
   A profile of the Proposer’s organization, including size, structure, and history, as well as a comprehensive listing of all services. Include an organization chart illustrating the relationship of the key personnel and the project manager.

2. **Understanding of the Project**
   A summary review of the Proposer’s understanding of the project.

3. **Executive Summary**
The executive summary should provide a concise details of the products and services being proposed to meet the MPRB’s needs and why this is the solution for MPRB. The Vendor should also summarize all qualifications and experience in similar sized projects and how this experience demonstrates the Vendor’s solution is suitable for the Minneapolis Park and Recreation Board.

4. **Company Qualifications**
   A description of the Proposer’s qualifications to provide the services and deliverables described in this RFP, including a description of similar engagements performed by the Proposer, should include the following elements:
   a. Project start and end dates
   b. Project summary – a description of the services provided, especially as they are relevant to the services described in this RFP
   c. Projects role(s) - a description of the Proposer’s role(s) on the project, including participation as it relates to project deliverables. The description should demonstrate the Proposer’s experience, capability, and capacity to develop the deliverables and provide the services described in this RFP.
5. **Company Lawsuit Disclosure**  
A description, including the status and outcome, of any lawsuits brought against the Proposer related to the delivery of services in the past five years, including status and outcome, OR a statement that there have been no such lawsuits brought against the Proposer.

6. **Project Plan**  
A description of how the Proposer will fulfill the Scope of Services of this RFP including:
   - A description of the project phases and associated task
   - A list of deliverables, including (at a minimum) those identified in this RFP
   - A project schedule
   - The project team members’ roles and responsibilities
   - The MPRB project team’s roles and responsibilities.

7. **Exception to Specifications**  
Although the specifications in the requirements section represent the MPRB’s anticipated needs, there may be instances in which it is in the MPRB’s best interest to permit exceptions to specifications and accept alternatives.

It is extremely important that Vendors make very clear where an exception is taken to the specifications and how alternatives will be provided. Therefore, exceptions, conditions, or qualifications to the provision of the MPRB’s specifications must be clearly identified as such, together with the reasons, and inserted in this section of the proposal. If the Vendor does not make it clear that an exception is taken, the MPRB will assume the proposal is responding to and will meet the specification as written.

8. **Project Management and Reporting**  
A description of the Proposer’s approach to project management and client communications.

9. **Proposed Team**  
A list of the key project team members, including names, proposed project titles, proposed project service descriptions, and bios that include experience on projects of similar size and scope for which the team members played the same or a similar role as proposed for the MPRB project.

10. **Company References**  
At least three (3) references for whom the Proposer has completed similar projects. For each reference, provide the following:
   A) Name of organization
   B) Name, address, phone number, and email address of contact person.
11. Pricing
MPRB prefers a fixed fee arrangement.

7.0 Proposal Submission

A Proposer’s response to this RFP must be prepared in accordance with the requirements presented. Proposals are due at the time and date specified. Emailed and digital proposals are preferred.

Digital Copies Addressed to:
Agendarfp@minneapolisparks.org
Subject: Government Agenda RFP Response

Hard Copies Addressed to:
Paul Domingo
ITS Applications
Minneapolis Park and Recreation Board
2117 West River Road
Minneapolis, MN 55411-2227
pdomingo@minneapolisparks.org

For questions, contact the Government Agenda Management Software RFP Team. Email: agendarfp@minneapolisparks.org (reference “Government Agenda Management Software” in the subject line).

NOTES:

• Upon submission, all proposals become the property of the MPRB, which retains the right to use any concept or idea presented in any proposal submitted, whether that proposal is accepted.
• The MPRB expressly reserves the right to amend or withdraw this Request for Proposals at any time and to reject any or all proposals.
• The MPRB is not bound to accept the lowest cost proposal.
• Proposers are held legally responsible for their proposals and proposal budgets. Proposers are not to collude with other Proposers and competitors or take any other action that will restrict competition. Evidence of such activity will result in rejection of the proposal.
• The MPRB reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of Proposers as the MPRB deems to be in its best interests.
• The MPRB reserves the right to request any additional information at any stage of the Request for Proposals process. Compliance shall be at the Proposer’s expense.
8.0 Pre-Proposal Meeting

A virtual pre-proposal meeting will be held by MPRB on Monday, March 1, 2021 at 18:00 CST. This meeting will be held virtually through an online meeting client provided by the MPRB. The meeting will be one hour long with an open discussion format to clarify any questions from vendors regarding MPRB’s requirements for the solution. All questions will be documented, and responses will be published to all Proposers. The virtual meeting will be recorded by MPRB for future reference.

To RSVP, email agendarfp@minneapolisparks.org and meeting details will be provided.
9.0 Proposal Evaluation and Selection Criteria

9.1 Proposal Evaluation and Selection Criteria
The MPRB will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFP received by the proposal due date and time specified in this request.

The successful vendor will be selected based on a comprehensive solution, experience, pricing, and implementation plan as defined in this section.

9.1.1 Evaluation Process
Each proposal received will first be reviewed in a pre-evaluation process to determine responsiveness and completeness of the proposal, and that the Vendor meets the requirements of the project.

Proposals that meet the requirements will be included in the full evaluation process. If any of the minimum RFP requirements are not met by the Vendor or not stated in their proposal, the Vendor’s proposal will be rejected and not considered in the evaluation process.

9.1.2 Evaluation and Selection Committee
MPRB staff will serve as an evaluation and selection committee. The committee will determine the responsiveness and acceptability of each proposal, evaluate each proposal in the respective functional and technical architecture, training, implementation, and support areas according to the pre-established criteria described below and develop an overall ranking.

9.1.3 Evaluation Criteria
The evaluation panel reserves the right to reject proposals should they be deemed unsatisfactory. The criteria upon which evaluation of the proposals will be based include, but are not limited to the following:
1. The ability of the Vendor to provide a software solution as described in this RFP
2. References from persons knowledgeable of the Vendor’s ability to fulfill the terms of the contract
3. Experience with similar project with contracts similar in size and scope
4. Economic feasibility and justification of all costs
5. General and financial stability of the company and years in business
6. Vendor willingness and ability to negotiate a contract acceptable to the MPRB
7. Quality of the proposal and demonstrations (if required)
8. Ability for the vendor to provide quality training and documentation
9. Willingness to renew contract for additional optional years.
9.1.4 Proposal Evaluation

Each proposal will be evaluated in each of the major categories listed above. The evaluation process will be used to determine the short list of vendors who qualify for further evaluation.

The MPRB, in its sole discretion, may require a Vendor to make a presentation of its proposal to the Selection Committee, at no cost to the MPRB, addressing its ability to satisfy the requirements for this RFP. However, the MPRB shall not be required to permit any Vendor to make such a demonstration. The information provided in the presentation will be used in addition to the information provided by the proposal to evaluate the product fit, completeness of the solution, and the vendor qualifications.

Cost to the MPRB is a material factor, but not the sole or necessarily the determining factor in Proposal evaluation. The MPRB may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified Vendor submitting the lowest price. The contract will be awarded to the Vendor whose proposal the MPRB determines, in its sole discretion, is the most advantageous to the MPRB and in the MPRB’s best interest.

Proposal evaluation will include assessment of the Vendor’s qualifications, technical solutions, cost proposals, and such other information and investigations as the MPRB deems necessary and appropriate. The MPRB in its sole discretion, may, but shall not be required to, reject without further consideration the proposal of any Vendor that has not demonstrated, in the MPRB’s sole judgment, that it satisfies the qualifications criteria provided in the Proposal Format and Submittals section of this RFP. The MPRB reserves the right, in its sole discretion and without notice to Vendors, to modify this evaluation procedure as it may deem to be in the MPRB’s interest.

9.1.4 Oral Presentation

Selected Vendors will be invited to make one or several virtual demonstrations and presentation of the proposed solutions. Oral presentations will be considered part of the Vendor’s offering. Prior to the demonstrations, selected vendors will be provided with an agenda.

9.1.5 Selection of Reasonably Qualified Proposals

The MPRB will review the proposals submitted by all Vendors. Based on the relative importance of the price and other evaluation factors as listed in this section, the MPRB will determine which proposals are reasonably qualified. The MPRB may, at any time, investigate a Vendor’s ability to perform the work. The MPRB may ask for additional information about a company and its work on previous contracts.
Vendors may choose not to submit information in reply to the MPRB’s request. However, if failure to submit such information does not clarify the MPRB’s questions concerning the ability to perform, the MPRB may discontinue further consideration of a proposal.

The MPRB may use sources of information not supplied by the Vendor concerning the abilities to perform this work. Such sources may include, for instance, current or past customers of the organization; current or past suppliers; articles from trade magazines; news releases and related publications; articles from other published sources such as industry newsletters or from non-published sources made available to the MPRB.

9.1.6 General Information about Proposal Submission, Evaluation and Selection

The MRPB reserves the right, in its sole discretion, to reject all proposals and reissue this RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; and/or to cancel this RFP with or without issuing another RFP.

The MRPB reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RFP.

- To reject any proposals if, in the MRPB’s sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the Vendor does not meet the qualifications set forth in the RFP, or it is otherwise in the MRPB’s best interest to do so.
- To supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more Vendors for negotiation and to cancel this RFP with or without issuing another RFP.
- To accept or reject any or all the items in any proposal and award the contract(s) in whole or in part if it is deemed in the MRPB’s best interest to do so.
- To reject the proposal of any Vendor that, in the MRPB’s sole judgment, has been delinquent or unfaithful in the performance of any contract with the MPRB or with others, is financially or technically incapable or is otherwise not a responsible Vendor.
- To reject as information, non-responsive or otherwise non-compliant with the requirements of this RFP any Proposal which, in the MRPB’s sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unacceptable to the MPRB, deviates from this RFP and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFP.
- To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements that is not, in the MRPB’s sole judgment, material to the proposal.
- To permit or reject at the MPRB’s sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all the Vendors following proposal submission.
To request that some or all the Vendors modify proposals based upon the MPRB’s review and evaluation.

To request additional or clarifying information or more detailed information from any Vendor at any time; before or after proposal submission, including information inadvertently omitted by the Vendor.

To inspect and otherwise investigate projects performed by the Vendor, whether referenced in the proposal, with or without the consent of or notice to the Vendor.

To conduct such investigations with respect to the financial, technical, and other qualifications of each Vendor as the MPRB, in its sole discretion, deems necessary or appropriate.

To waive and/or amend any of the factors identified in Section 5 Proposal Format and Submittals and elsewhere in this RFP as pertaining to the Vendor’s qualifications.

9.1.7 Recommendation for Award

The Evaluation and Selection Committee will recommend that award be made to the responsible Vendor whose best and final offer is determined by the MRPB to be the most advantageous to the MPRB taking into consideration the relative importance of price and other evaluation factors.

10.0 RFP Schedule and Contact Information

For any questions or concerns, please contact agendarfp@minneapolisparks.org Listed below are the anticipated proposal process milestones. If the MPRB determines that it is necessary to change any of these dates and times, a notice will be posted. All listed times are Central Standard Time (CST).

<table>
<thead>
<tr>
<th>Proposal Process Milestones</th>
<th>Due Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>RFP Release</td>
<td>Wednesday, March 17, 2021</td>
<td>08:00 CST</td>
</tr>
<tr>
<td>Virtual Pre-Proposal Meeting</td>
<td>Monday, March 29, 2021</td>
<td>15:00 CST</td>
</tr>
<tr>
<td>Questions on RFP Due by</td>
<td>Monday, March 1, 2021</td>
<td>18:00 CST</td>
</tr>
<tr>
<td>Responses to Questions posted by</td>
<td>Tuesday, March 2, 2021</td>
<td>12:00 CST</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Monday, April 5, 2021</td>
<td>18:00 CST</td>
</tr>
<tr>
<td>Proposal Review Period</td>
<td>Week of April 5, 2021</td>
<td></td>
</tr>
<tr>
<td>Short List Vendors Notified</td>
<td>Month of April, 2021</td>
<td></td>
</tr>
<tr>
<td>Vendor Demonstrations/Interviews Scheduled</td>
<td>Month of May, 2021</td>
<td></td>
</tr>
<tr>
<td>Contract Negotiations With Selected Vendors</td>
<td>Month of May, 2021</td>
<td></td>
</tr>
</tbody>
</table>

11.0 Board Rights

The MPRB may reject any or all proposals, parts of proposals, accept part or all of proposals, and create a project of lesser or greater scope than described in this Request for Proposal, or the
successful Proposer’s proposal based on the financial components submitted. The MPRB also reserves the right to cancel the contract without penalty, if circumstances arise which prevent the Board from completing the project. On project completion, the MPRB will own all designs and have rights to reuse all visual design elements, including in print publications and email marketing.

12.0 Proposal Validity Period

Any submitted proposal shall, in its entirety, remain a valid proposal for six (6) months after the proposal submission date.

13.0 Restricted Discussions/Submissions

From the date of issuance of the RFP until the MPRB takes final action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of the Minneapolis Park and Recreation Board except as expressly requested by MPRB. Violation of this restriction will result in REJECTION of the Proposer’s proposal.

14.0 Independent Parties

Except as expressly provided otherwise in the contract resulting from this RFP, if any, the MPRB and the selected Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

15.0 Performance Investigations

As part of its evaluation process, the MPRB may make investigations to determine the ability of the Proposer to perform under this RFP. The MPRB reserves the right to reject any proposal if the Proposer fails to satisfy the Board that it is properly qualified to carry out the obligations under this RFP.

16.0 Severability

If any provision of any contract resulting from this RFP is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

17.0 Notices

All notices and other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address set forth on this RFP.
18.0 Interest of Members of the Board

The Proposer agrees that no member of the governing body, officer, employee, or agent of the Board shall have any interest, financial or otherwise, direct, or indirect, in the contract.

19.0 Employee Involvement/Covenant Against Contingent Fees

The Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of the Board who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract.

The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer’s bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the Board to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer’s breach or violation of this warranty, the Board shall, subject to Proposer’s rights, have the right, at its option, to annul any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to the Board under such contract, at law or in equity.

20.0 Hold Harmless

The Proposer agrees to defend, indemnify and hold harmless the Board, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney’s fees, resulting directly or indirectly from an act of omission of the Proposer, its employees, agents or employees of subcontractors, in the performance of any contract resulting from this RFP by reason of the failure of the Proposer to fully perform, in any respect, all of its obligations under this contract.

The Board agrees to defend and hold harmless insofar as the law allows the Proposer, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney’s fees, resulting directly or indirectly from an act or omission of the Board or its employees in the performance of any contract resulting from this RFP or by reason of the failure of the Board to fully perform its obligations under this contract.
21.0 Data Practices

The Proposer agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Proposer shall immediately report to the contract monitor any requests from third parties for information relating to this agreement. The MPRB agrees to promptly respond to inquiries from the Proposer concerning data requests. The Proposer agrees to hold the MPRB, its officers, department heads, and employees harmless from any claims resulting from the Proposer's unlawful disclosure or use of data protected under state and federal laws.

22.0 Entire Agreement

The Proposer’s written submission in response to this RFP shall be considered the Proposer’s formal offer. The content of the RFP, the Proposer’s submission in response to the RFP and the resulting contract, if any, shall be the entire agreement between the successful Proposer and the Board. It is understood and agreed that nothing herein or in the resulting contract is intended or should be construed as in any way creating or establishing the relationship of co-partners between the parties hereto, or in any manner whatsoever. The Partner, if any, is, and shall remain, an independent Proposer operating in accord with the terms and conditions of the rights granted because of this RFP.
Appendix A - Software and Installation

Please complete a column in the following table for each product/module that you are recommending to the Minneapolis Park and Recreation Board.

<table>
<thead>
<tr>
<th>Product Name/Version</th>
<th>Module #1</th>
<th>Module #2</th>
<th>Module #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Application (service provided)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Organizations Using</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Installs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Latest Release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost of Release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of installs running latest release</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Annual Maintenance Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of next scheduled release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New features to be included in new release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product interfaces to the following third-party products</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B – System Price Estimates

Based on the information in this document regarding the desired modules and functional requirements, provide a response to the items detailed below. To allow price comparisons from vendor to vendor, use the concurrent user estimates provided in the document. Response should provide a clear understanding of the software, training, implementation, and capital implementation costs the Minneapolis Park and Recreation Board is likely to incur, as well as hourly consulting fees and annual maintenance agreement charges.

1. Provide an explanation of your company’s definition of concurrent users (e.g. users accessing the database, users with the software open on their desktop, users logged in to the website, etc.)

2. Please estimate the total software price for an installation at Minneapolis Park and Recreation Board using the concurrent user estimates provided. Please provide a detailed breakdown by product/module as to how this total was calculated. Please indicate the cost of a pilot installation and subsequent installations.

3. Indicate price increments for additional concurrent users or servers by product/module.

4. Indicate site licensing availability and pricing structure. Indicate hosted licensing availability and pricing structure.

5. Detail the initial training recommended for management, end users and staff. Provide costs associated with recommended training, detail by module as relevant.

6. Detail costs to be incurred for software implementation.

7. Provide hourly cost for online consulting to assist with enhancements, customization, on-demand technical support and other needs.

8. Cost for annual maintenance and support for the standard package as well as for any additional modules or options.
## Appendix C – User Estimates

<table>
<thead>
<tr>
<th>Role</th>
<th>Licenses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>3</td>
</tr>
<tr>
<td>Users</td>
<td>65</td>
</tr>
</tbody>
</table>