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ADDENDUM NO. 2

REQUEST FOR PROPOSALS (RFP) NO.: 1220-030-2016-005

TITLE: PARKS & RECREATION MANAGEMENT SOFTWARE SYSTEM

ADDENDUM ISSUE DATE: February 29, 2016

CLOSING DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE MARCH 11, 2016

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFP for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the contractor not being familiar with this addendum. This Addendum No. 2 contains two (2) pages and three (3) attachments in total.

Q.1. What is the revenue broken down by facility?

A.1. See tab 2, “NetPayments By LocationTerminal” of the attached spreadsheet “Net Payments By Location and Terminal”.

Q.2. What is the revenue broken down by point of sale per facility?

A.2. See tab 2, “NetPayments By LocationTerminal” of the attached spreadsheet “Net Payments By Location and Terminal”.

Q.3. What is the number of active members per facility?

A.3. See the attached PDF, “Unique Clients By Facility”.

Q.4. What is the number of active customers?

A.4. See the attached PDF, “Unique Clients By Facility”. This is the total number of transactions.

Q.5. What was the total number of transactions processed by cash, cheque, credit card, debit card, electronic funds transfer (EFT) and any other payment type from January 1, 2015 – December 31, 2015?

A.5. See attached PDF, “Transaction Data”.

Q.6. What was the total revenue processed by cash, cheque, credit card, debit card, electronic funds transfer (EFT) and any other payment type from January 1, 2015 – December 31, 2015?

A.6. See attached PDF, "Transaction Data".

Q.7 In Schedule C-3-1 - Technical Requirements and Schedule C-3-2 - Functional Requirements, what is the intent of the column titled, "Ability to Meet Weight"?

A.7. This column can be deleted and merged with "Ability to Meet Requirement".

Q.8. Does the City receive any subsidies?

A.8. The City does not receive any subsidies. However, City clients using certain City offered programs such as Preschool or After School Care Programs may receive subsidies through the Ministry of Children and Family. This subsidy helps families offset some portion of the costs of the program. The City claims any available subsidy directly from the Ministry on a monthly basis and charge the client any remaining amount owing. Subsidy amounts appear on the attached spreadsheet, "Net Payments Buy Location and Terminal" on the tab "Net Payments By Location" and are included under the "EFT (Automatic Debit)" column.

Q.9. How many part-time and fulltime time staff work for the Parks, Recreation and Community Department (PRC)?

A.9. PRC has over 1,800 staff members in the Community and Recreation Division, Parks Division, Arts Division and Heritage Division. Not all staff use the Parks & Recreation Management Software System.

Q.10. What is the number of camp sites that the City operates?

A.10. The City does not operate any camp sites.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.

Unique Clients By Facility

Facility	Year
	2015
A & T Equestrian Centre	93
A.H.P. Matthew Elementary School	86
A.J. McLellan Elementary School	36
Bear Creek Elementary School	36
Bear Creek Park	35
Bear Creek Pavilion	38
Berkshire Park Elementary School	22
Betty Huff Elementary School	29
Bridgeview Community Centre	531
Bridgeview Elementary School	24
Cedar Hills Elementary School	30
Chuck Bailey Recreation Centre	3,200
City Centre Library	537
Clayton Elementary School	105
Clayton Hall	182
Clayton Heights Secondary School	12
Clayton Park	64
Cloverdale Arena	1,594
Cloverdale Athletic Park	82
Cloverdale Ball Park	25
Cloverdale Library	27
Cloverdale Mini Rec	24
Cloverdale Recreation Centre	12,472
Cloverdale Youth Park	70
Community Development Services	39
Cougar Creek Elementary School	37
Coyote Creek Elementary School	20
Crescent Park	67
David Brankin Elementary School	63
Don Christian Elementary School	120
Don Christian Recreation Centre	1,818
Elgin Centre	78
Elgin Hall	104
Fleetwood Community Centre	6,490
Fleetwood Park	118
Fraser Heights Park	56
Fraser Heights Recreation Centre	7,124
George Greenaway Elementary	7
Grandview Heights Aquatic Centre	48
Green Timbers Elementary School	11
Guildford Library	173
Guildford Recreation Centre	33,244
Hawthorne Park	38
Hazelgrove Elementary	92

Unique Clients By Facility

Facility	Year
J.T. Brown Elementary School	48
Jessie Lee Elementary School	45
Kensington Prairie Community Centre	851
Kwomais Point Park	677
Martha Currie Elementary School	159
Meridian Centre	75
New City Hall	218
Newton Arena	1,352
Newton Athletic Pavilion	50
Newton Recreation Centre - Wave Pool	14,407
Newton Seniors Centre	2,613
North Surrey Arena	2,294
North Surrey Recreation Centre	10,450
Northview Golf & Country Club	127
Prince Charles Elementary School	14
Princess Margaret School/Park	47
Semiahmoo Library	50
Semiahmoo Secondary School	9
Semiahmoo Stables	68
South Surrey Arena	1,869
South Surrey Athletic Park	355
South Surrey Indoor Pool	11,406
South Surrey Recreation Centre	15,047
Sport & Leisure Aquatics	35,774
Sport & Leisure Arenas	6,508
Strawberry Hill Library	60
Sunnyside Hall	159
W.E. Kinvig Elementary School	199
Walnut Road Elementary School	12
Westerman Elementary School	57
Grand Total	114,875

Date From: Thursday, January 01, 2015

Date To: Thursday, December 31, 2015

Payment Type	Total # of Transactions	Debit	Credit	Net
1 Cash				
Journal Entry	8	\$24.50	\$592.70	(\$568.20)
Payment	506,801	\$4,509,441.58	\$1,588,796.18	\$2,920,645.40
Refund	5,973	\$0.00	\$56,220.34	(\$56,220.34)
		\$4,509,466.08	\$1,645,609.22	\$2,863,856.86
2 Cheque				
Journal Entry	6	\$2,977.38	\$24.50	\$2,952.88
Payment	3,889	\$7,150,414.54	\$112,399.44	\$7,038,015.10
		\$7,153,391.92	\$112,423.94	\$7,040,967.98
3 Debit				
Journal Entry	9	\$294.65	\$199.00	\$95.65
Payment	981	\$77,062.38	\$164.75	\$76,897.63
Refund	21	\$0.00	\$999.19	(\$999.19)
		\$77,357.03	\$1,362.94	\$75,994.09
4 Master Card				
Journal Entry	16	\$3,541.19	\$2,343.85	\$1,197.34
Payment	1,012	\$485,009.28	\$46.75	\$484,962.53
Refund	22	\$0.00	\$2,385.04	(\$2,385.04)
		\$488,550.47	\$4,775.64	\$483,774.83
5 Visa Card				
Journal Entry	23	\$2,552.35	\$3,646.34	(\$1,093.99)
Payment	1,314	\$744,133.26	\$329.64	\$743,803.62
Refund	27	\$0.00	\$3,639.26	(\$3,639.26)
		\$746,685.61	\$7,615.24	\$739,070.37
6 US Cash				
Payment	342	\$4,211.57	\$406.15	\$3,805.42
Refund	1	\$0.00	\$3.45	(\$3.45)
		\$4,211.57	\$409.60	\$3,801.97
8 American Express				
Journal Entry	1	\$0.00	\$165.50	(\$165.50)
Payment	262	\$59,425.11	\$11.56	\$59,413.55
Refund	13	\$0.00	\$1,346.20	(\$1,346.20)
		\$59,425.11	\$1,523.26	\$57,901.85
9 Electronic Funds Transfer				
Payment	663	\$472,938.64	\$1,610.23	\$471,328.41
		\$472,938.64	\$1,610.23	\$471,328.41
American Express				
Journal Entry	1	\$11.85	\$0.00	\$11.85
Payment	7,094	\$626,833.73	\$19,708.67	\$607,125.06
Refund	539	\$0.00	\$46,802.93	(\$46,802.93)
		\$626,845.58	\$66,511.60	\$560,333.98
Debit				
Journal Entry	1	\$0.00	\$11.85	(\$11.85)
Payment	112,416	\$2,471,653.08	\$4.50	\$2,471,648.58
Refund	1,036	\$0.00	\$65,538.97	(\$65,538.97)
		\$2,471,653.08	\$65,555.32	\$2,406,097.76

Payment	12,089	\$719,755.48	\$18,460.06	\$701,295.42
		\$719,755.48	\$18,460.06	\$701,295.42
MasterCard				
Payment	82,608	\$5,355,054.04	\$86,727.18	\$5,268,326.86
Refund	4,544	\$0.00	\$425,993.63	(\$425,993.63)
		\$5,355,054.04	\$512,720.81	\$4,842,333.23
Other				
Customer Account Adjustme	49	\$2,669.58	\$8,173.13	(\$5,503.55)
Journal Entry	9	\$2,640.50	\$19.55	\$2,620.95
		\$5,310.08	\$8,192.68	(\$2,882.60)
SAC Gift Certificates				
Payment	49	\$5,260.62	\$0.00	\$5,260.62
Refund	1	\$0.00	\$10.00	(\$10.00)
		\$5,260.62	\$10.00	\$5,250.62
Visa				
Payment	126,281	\$8,228,493.99	\$165,083.79	\$8,063,410.20
Refund	6,242	\$0.00	\$584,186.79	(\$584,186.79)
		\$8,228,493.99	\$749,270.58	\$7,479,223.41
ZZART CENTRE - User Rec. (P.Cleave Only)				
Journal Entry	1	\$0.00	\$2,418.18	(\$2,418.18)
Payment	30	\$98,313.35	\$0.00	\$98,313.35
		\$98,313.35	\$2,418.18	\$95,895.17
Total	874,374	\$31,022,712.65	\$3,198,469.30	\$27,824,243.35