



REQUEST FOR PROPOSALS (RFP)
Specification No. PR 2016-05
Addendum # 1
FOR
New Recreation Management System
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The Town of Apple Valley has issued this addendum for clarification purposes and will be considered when reviewing all submittals.

Item # 1 - In Section III, subsection #2 of the RFP, responders are asked to complete Attachment I: Features & Functionality Matrix. This attachment has been removed from the RFP and does not need to be included in the proposer submittals.

All proposers should review Section II – Scope of Services – General Requirements and indicate in their proposal which if any of the desired functional requirements contained with Section II, subsections A – T, are fully provided in the base Recreation Software version, require additional modules, or if a particular desired functional requirement is not compatible with the proposed Recreation management Software.

Item #2 - In Section III, subsection #3 of the RFP, responders are asked to complete Attachment J: Technology – System RFP Cost Proposal Matrix. This attachment has been removed from the RFP and does not need to be included in the proposer submittals.

The inclusion of Addendum #1 shall have no effect on the project deadlines included within the original RFP. **Proposals must be received no later than 2:00 pm, on Thursday, October 27, 2016.** All responses must be in a sealed envelope and have “**Recreation Management System**” and **Specification No. PR 2016-05** clearly marked on the **outer most mailing envelope**. Please submit **one (1) original** and **five (5) unbound** copies of the proposal as follows:

Mail or Hand Deliver To:
Town of Apple Valley
Park & Recreation Department
14955 Dale Evans Parkway
Apple Valley, CA 92307

For questions concerning the anticipated work, or scope of the project, please contact **Ralph Wright, Park & Recreation Manager**, via email at rwright@applevalley.org no later than **Thursday, October 20, 2016**. Answers to questions will **not** be provided by telephone. Rather, answers to all questions or any addenda will be **posted** on the Town of Apple Valley web site at <http://www.avrecreation.org>. It is the vendor’s responsibility to check this site.

Sincerely,

Ralph Wright
Parks and Recreation Manager