



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

May 19, 2015

REQUEST FOR PROPOSAL Website for Recreation Registration & Management

Proposals will be received by the Town of Merrimack until 2:00 PM on Tuesday, June 9, 2015 to provide a website for the Registration & Management for the Parks & Recreation Department.

The Town of Merrimack is seeking a web hosting provider that can provide and host a website for the Town of Merrimack Parks and Recreation Department.

The proposal shall include:

- Recreation Management Software geared specifically towards Municipal Recreation
- All in one software package to manage day to day operations including centralized database of participants.
- Online registration capabilities with 3rd Party Payment Gateway
- Web based and Cloud Hosted
- Facility Reservations & Scheduling Features for Athletic Field Scheduling & Park Reservations, etc.
- League Management & Scheduling
- Master Calendars for Programs and Facility Reservations – auto updates when new programs are created and facilities reserved.
- Financial Management & Customizable reports
- Billing & Invoice Capabilities
- Email Marketing Tools
- Full PCI Compliance & SSL Certificate
- Online registration payments deposited into Town Accounts.
- Free Training & Support
- Free Upgrades
- Ties into our existing website

Please list in your proposal:

- Company name, mailing address, phone and fax numbers, and website address.
- Name, phone number and e-mail address of contact person to discuss proposal with.
- The names, contacts names, phone numbers of three (3) references of municipal parks and recreation departments that you have developed scheduling software for.

The proposal shall include a scope of work, detailed cost breakdown to include the software development, first year subscription cost, years 2 and 3 renewal cost, and unlimited support service cost.

The proposals shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, Parks and Recreation Department, 116 Naticook Rd, Merrimack, NH.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids must be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 by the date and time specified above.

The Town of Merrimack's Purchasing Policy is available on the Town's website: http://www.merrimacknh.gov/town/departments/finance/bid_opportunities; a copy may be obtained by contacting the Purchasing Agent.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

For additional information contact Xenia Simpson, Purchasing Agent, at xsimpson@merrimacknh.gov or (603) 424-7075



TOWN OF MERRIMACK, NEW HAMPSHIRE

**FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054**

**Tel: 603-424-7075
Fax: 603-424-0516**

**Bid Form
Website for Recreation Registration & Management
Due by 2:00PM on Tuesday, June 9, 2015**

Website Development, according to the Town's bid specifications	\$ _____
Subscription Cost:	
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Unlimited Support	\$ _____
Total Cost	\$ _____

Detailed proposal enclosed yes___ no___

The above bid is provided in accordance with the Town's bid invitation dated May 19, 2015, except as indicated below.

Delivery is guaranteed to be made within _____ calendar days after receipt of Town's purchase order.

Bidder _____
Street Address _____
City, State, Zip Code _____
Phone No. _____ Fax No. _____
Authorized Signature: _____ Date: _____
Email: _____

Bidder: _____

List of References:

Project: _____

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____

Contact: _____

Project: _____

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____

Contact: _____

Project: _____

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____

Contact: _____