COUNTY OF ALAMEDA

REQUEST FOR INTEREST No. 902100

**for**

Recreation Management System

**Any Request for Proposal/Quotation (RFP/Q) issued as a result of this Request for Interest (RFI) will be posted on** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>]**. Please immediately update the County Contact noted below of any e-mail address changes. To vendors registered or certified in the Small Local Emerging Business vendor database: Please maintain correct and accurate e-mail address information to ensure receipt of future RFIs.**

**Contact Person: Azizullah Ramesh, Procurement & Contracts Specialist**

**Phone Number: (510) 208-3905**

**E-mail Address:** **azizullah.ramesh@acgov.org**

**RFI RESPONSE DUE**

by

**2:00 p.m.**

on

 **March 31, 2021**

Alameda County is committed to reducing environmental impacts across our entire supply chain.

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1. **INTENT**

The intent of this Request for Interest (RFI) is to search for qualified vendors for Recreation Management System.

The County intends to release a Request for Proposal/Quotation (RFP/Q) and award a three-year contract (with option to renew) to the bidder(s) selected as the most responsible Bidder(s) or lowest responsible Bidder(s) whose response conforms to the RFP/Q and meets the County’s requirements.

The County of Alameda does not guarantee that a subsequent RFP/Q will be issued. Should an RFP/Q be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

1. **SCOPE**

The County is seeking an experienced government system services contractor to provide a comprehensive web-based Recreation Management System to meet the needs of the process managed for the use of the County operated Veterans’ Memorial Buildings (VMBs). The Contractor will be responsible for implementation of a web-based recreation management system to manage reservations for four (4) separate VMBs and provide both pre-defined and ad-hoc reporting, technical support, and any other necessary services required to implement and train new users on the system.

The web-based system should include the ability to check availability, submit facility reservation requests online and provide the availability to book multiple rooms within the facility. The system should provide facility event and reservation management, individual and organizational account/membership management, accounting, financial reporting, and online accessibility. Lastly, the system should be able to process electronic payments such as credit cards, checks, etc. If available, the system should have the capability of integrating with the County’s financial system.

1. **BACKGROUND**

The County operates and maintains four Veterans’ Memorial Buildings (VMBs) which include the Albany, Hayward, Fremont, and San Leandro. Each of the VMBs has an appointed group of Veterans’ Memorial Building Commission members. These members represent the various veterans’ groups at each location. Each VMB Commission nominates and appoints a VMB secretary. The VMB secretary is nominated to oversee the use of the building, to make reservations and to collect rent from users, and to do related work as required.

The VMBs are primarily reserved and held for use of the veterans’ groups. To offset the cost of maintenance and operation of the VMBs, these spaces are made available for rental by members of the public. Potential renters submit applications for use to the VMB secretaries. The VMB secretaries secure the rental location with a deposit and schedule for janitorial staff and security guard coverage for the event.

Currently under the existing process, potential renters from the public submit inquiries via phone or email for use of the building to the VMB secretary. The VMB secretary confirms the availability of the building, secures the rental with a deposit, and schedules janitorial (attendant) and security guard coverage for the events. Prior to the event, the VMB secretary will collect the full payment and confirm the rental. The VMB secretary will send the rental agreement and payments to GSA Finance for processing. After the event, janitorial (attendant) staff will fill out an event observation form and provide it to the VMB secretary. Upon review of the observation form, the VMB secretary will deduct funds from the deposit for any deficiencies in the rental term and request the processing of the return of the deposit to renter.

The objective of the County is to improve the facility rental process by implementing a web-based Recreation Management System to manage the reservations and use of the facilities, and to track associated accounting, contract, and customer contact information for these events. The County is looking for easier scheduling, tracking, payment, and management of the VMB use and rentals.

1. **VENDOR QUALIFICATION CRITERIA**

Vendor minimum qualification criteria include, but are not limited, to the following:

* + - 1. Bidder shall be regularly and continuously engaged in the business of providing comprehensive web-based Recreation Management system services for at least two (2) years;
			2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under any subsequent RFQ.
1. **COUNTY PROVISIONS**
	* 1. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County’s purchase of goods and services.

As a result of the County’s commitment to advance the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

* [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
* [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 541519.

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.

1. **COUNTY CONTACTS**

Questions regarding this RFI must be submitted in writing to:

Azizullah Ramesh, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Phone: (510) 208-3905

Fax: (510) 208-9626

E-mail: azizullah.ramesh@acgov.org

1. **ESTIMATED CALENDAR OF EVENTS:**

|  |  |
| --- | --- |
| Event | **Date** |
| Request for Interest (RFI) Issued | **March 4, 2022** |
| RFI Response Due | **This RFI will remain open until the RFP/Q is issued** |
| Request for Proposal/Quotation (RFP/Q) Issued | **April 1, 2022**  |
| RFP/Q Response Due | **April 22, 2022** |
| Award Date | **June 15, 2022** |
| Contract Start Date | **July 1, 2022** |

**Note:** **Dates indicated are approximate.**

1. **REQUEST FOR INTEREST RESPONSE FORMAT**

Alameda County GSA-Procurement intends to issue an RFP/Q in order to establish a contract for the above-referenced service in the near future.

1. Vendors that meet the Qualification Criteria and are interested in being included on the vendor list to receive any subsequent bid documents (if issued), should send an **e-mail** to Azizullah Ramesh: azizullah.ramesh@acgov.org by **2:00 p.m. on March 31, 2021.**

The subject of the e-mail must read:

* ***PLEASE ADD TO VENDOR LIST*** *-* ***RFI No. 902100***

The body of the e-mail must contain the following:

* Business Name
* Contact’s Name
* Business Address (PO Box/Street Address, City, State)
* Contact’s Telephone Number
* Contact’s E-mail Address
* Brief description of the company/products/services.
1. In addition, the County encourages any **new vendors that are local to Alameda County** to register and be added to the County SLEB database. More information on how to register can be found on the County’s website at: <http://acgov.org/auditor/sleb/newvendor.htm>.
2. Both local and non-local can subscribe to any or all Contracting Opportunities Categories and/or [Upcoming Events](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/) for automatic updates. Subscribers will receive an e-mail announcing when the latest information has been updated on our website. More information on how to  [Subscribe](https://gsa.acgov.org/do-business-with-us/egov-subscriptions/) [<https://gsa.acgov.org/do-business-with-us/egov-subscriptions/>].