

**CITY OF SPARKS
REQUEST FOR INFORMATION (RFI)
RECREATION MANAGEMENT SOFTWARE
RFI #17/18-004**

NOTICE IS HEREBY GIVEN that the City of Sparks, Nevada, is seeking information to be provided as background for the project listed above. Said information must be in the hands of the Contracts and Risk Manager at 431 Prater Way, Sparks, Nevada, **NO LATER THAN 4:00 PM ON JULY 18, 2017.** Information postmarked prior to, but not received until after this deadline will not be accepted. Vendor submittals may not be sent to the City of Sparks via the Internet/e-mail and will not be entertained by the City of Sparks. The right is reserved to reject any Bid/Proposal or to accept the Bid/Proposal which is deemed by the City of Sparks to be in the best interest of the City of Sparks. The City of Sparks reserves the right to waive any irregularities and/or informalities in the bid process.

All Submittals are to be marked clearly on the outside as responding to RFI #17/18-004-Recreation Management Software.

PROJECT DESCRIPTION: This Request for Information (RFI) is issued to gather current information on recreation management software systems available in the marketplace. The objective is to identify and potentially select a comprehensive system that is intuitive and user-friendly for both staff and customers, effective in meeting current and future business needs of the Department, and cost-effective.

RFI documents and specifications may be obtained from the City of Sparks website. Please visit <http://www.cityofsparks.us/bids> to obtain complete RFI documents. There is no cost to use the system or obtain documents, but registration at the site is required. It is the responsibility of all potential responders to monitor the Purchasing Division's website for any changing information prior to submitting their information. The City of Sparks will not be responsible for the timeliness or completeness of information provided by any 3rd party bid listing or re-selling service. For further information, contact the Purchasing Division at dmarran@cityofsparks.us or at (775) 353-2273. The individual responsible for coordinating this bid is: Dan Marran, CPPO, C.P.M. – Contracts and Risk Manager

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