



CITY OF MEMPHIS

REQUEST FOR PROPOSAL

#71575

Sustainable Funding Consultant

Addendum One (1)

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	2.1	<p>Bullet 1 – “A detailed analysis of the Memphis Parks current funding sources and uses and cost recovery.”</p> <p>Bullet 1 – “A detailed analysis of the Memphis Parks current funding sources and uses and cost recovery.”</p> <p>Question – A detailed analysis for cost recovery would generally include analyzing all the department’s services including programs, events, leagues, rentals, and any drop-in/pass memberships. What historical data can the department provide for this analysis? For example, registration software reports for participation numbers? Excel data? Revenue? (Note – the more data, the more detail can be accomplished.)</p>
1	A		<p>Historically, most programs have been provided at no cost to the public. Memphis Parks can provide information on revenue received related to specific programs by department as relevant (Aquatics, Athletics, Golf, etc). Memphis Parks can also provide information on attendance at facilities.</p>
2	Q	2.1	<p>What program registration software is used by Memphis Parks? Type and brand name? If none, how are registration, rental, membership data gathered and stored?</p>
2	A		<p>Memphis Parks began using RecDesk software in 2022. Previously, all program registrations were handled on site using money orders when programs charge a fee. Park rentals are processed online, and we are able to provide online payment reports.</p>
3	Q		<p>What financial software is used by Memphis Parks? Type and brand name?</p>
3	A		<p>City of Memphis utilizes Oracle E-Business Suite. We also use Paymentus as our online payment processor.</p>
4	Q	2.1	<p>Can you please clarify the task requiring "Requirements from City of Memphis General Fund"</p>
4	A		<p>Memphis Parks would like a clear understanding of what operating costs and activities should remain funded by the City of Memphis General Operating Fund rather than other funding sources.</p>
5	Q	2.1	<p>What are the factors should the consultants consider when determining the Requirements from the City Memphis Fund?</p>
5	A		<p>Memphis Parks would like a clear understanding of what operating funding should remain consistently with City of Memphis general fund versus other sources.</p>
6	Q	2.3	<p>What is the required insurance documentation or information?</p>
6	A		<p>Insurance requirements have been added.</p>

7	Q	3.5	Is there an allocated budget for the project? If so, what is the price range for the project?
7	A		As this is a unique project, we hope to gain better insight to pricing for this project with proposer's pricing quotes. There is not a specified amount budgeted for this project. We are seeking the most competitive price from proposals received.
8	Q	3.9	We noticed that the M/WBE requirement is identified as 0%. Is this the correct percentage minimum?
8	A		Yes, 0% is correct.
9	Q	3.9	What documentation is required for the M/WBE Certification?
9	A		No documentation is required as M/WBE requirement is 0%.
10	Q		The RFP listed 29 community centers as part of the system that's within the scope of services. What is the level of services is the City looking for as part of the operating cost analysis and recommendations? Are we including the programs and their associated costs that are offered within these community centers, or are we looking at the baseline day-to-day operating costs (not including program costs) that keep the centers available to the public?
10	A		Both program costs and day-to-day costs should be analyzed as part of operating costs.
11	Q	2.1	What level of costing analysis is required for the community center budget forecasting? (is the analysis focused on surfaces or does it require costing for programming, community center facility maintenance and operations)?
11	A		The analysis should cover all operating costs including programming costs, facility maintenance and day-to-day operations.
12	Q	3.5	What is the source of the funding for this project? Is it the private or public sector?
12	A		Budget for this project contract will come from Memphis Parks' operating budget. Results of the research project should propose both private and public funding sources to increase Memphis Parks' overall budget.
13	Q	3.9	According to the RFP, the EBO requirement for this project is 0%. Would you still like the participation plan and/or good effort forms?
13	A		EBO participation is not necessary and will not impact RFP scoring.
14	Q	3	RE: Pricing – Do you have an allocated budget range for this project?
14	A		As this is a unique project, we hope to gain better insight to pricing for this project with proposer's pricing quotes. There is not a specified amount budgeted for this project. We are seeking the most competitive price from proposals received.

15	Q	2.1	In terms of peer park systems, is there a pre-determined peer cities list that is expected to be used for the analysis? How many peer cities are expected to be analyzed?
15	A		There is not a pre-determined peer cities list; an appropriate number of cities for analysis would be 5-6.
16	Q	2.1	In relation to the required recommendation for 20 years of operating and capital budgets, can you confirm that the baseline for these recommendations will be the organization's existing service menu and existing infrastructure inventory?
16	A		Correct, the baseline will be Memphis Parks' existing service level and infrastructure.
17	Q	3	The RFP suggest the preferred method of submittal is in a three-ring binder with tabbed sections. Are other submission methods acceptable and if so, what are those methods?
17	A		A pdf document submitted on jump drive is also acceptable.
18	Q	3.8	Is there a preferred start date for the project?
18	A		Preferred start date is June 1 or as soon as possible thereafter.