

**PART I – GENERAL REQUIREMENTS**

**DIVISION I - ADVERTISEMENT**

**RFP NO. 497-18**

**PROVIDE RECREATION SOFTWARE  
FOR USE BY THE CITY OF HOBBS  
PARKS & RECREATION DEPARTMENT**

Sealed Proposals must be received by the City of Hobbs Finance Department, Room 224, Hobbs City Hall, 2<sup>nd</sup> Floor, 200 E. Broadway St., Hobbs, New Mexico 88240 by **5:00 p.m. on Thursday, December 21, 2017**, to provide Recreation Software for the City of Hobbs Parks & Recreation Department. Proposals received after the bid due date/time will be considered non-responsive and will be returned unopened.

Construction is currently underway for the CORE (Center of Recreational Excellence) with an anticipated opening date of early Summer 2018. The CORE is a \$63.5 million, 159,000 square foot, multi-generational recreation center. It is anticipated that The City of Hobbs will start the pre-sale of annual passes for the CORE on April 9, 2018. This will be the "go live" date for the software as it relates to the sale of annual passes. The remaining modules will go live on Monday, May 14, 2018. The Golf Module may go live prior to that time.

The software will be robust with a variety of end uses by the staff of the Finance Department, Parks & Recreation Department, the CORE, end-users/householders who will use the software to register for classes at the CORE and at other Parks & Recreation facilities. A Golf Module that will be used at Rockwind Community Links, the City of Hobbs' Award Winning Golf Course is also desired. Facility reservations for amenities at the CORE and other Parks & Recreation facilities should be a part of any software. There are additional components mentioned in the specifications.

Most important is the software's ability to work with the City of Hobbs Finance Department and the current financial software, Munis by Tyler Systems. These specifications are also included. Software that is not fully capable of being fully integrated with and meeting the specifications set forth by the Finance Department will not be considered.

Scoring and evaluation criteria are described herein.

**DEADLINE - 5:00 p.m. on December 21, 2017**

Submitted proposals shall not be publicly opened. Any proposal received after the stated time will be returned unopened. Request for Proposal packages may be obtained from Shelly Raulston, Finance Department, 200 E. Broadway, Hobbs, NM. Phone Number: 575-397-9244. In case of ambiguity or lack of clarity, the City of Hobbs, New Mexico reserves the right to adopt the most advantageous thereof, or to reject any or all proposals and waive irregularities.

**CITY OF HOBBS, NEW MEXICO**

  
Manny Gomez, Acting City Manager

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