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Category: Technology

1234

Issue Date: 4/11/2011

Contract Number: N/A

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## Hugh L. Carey Battery Park City Authority - ERP Software for Community Center

### Description:

**\*\*\* REVISED - THIS UPDATED AD ISSUED ON 3/28/2011 PLEASE SUBMIT BY APRIL 18, 2011. \*\*\***

The Hugh L. Carey Battery Park City Authority (The Authority) is seeking interested firms to provide Membership and Program Management software and long term support of our Community Center opening in Battery Park City. Services and deliverables include:

#### • Accounts Receivable:

- o Can accommodate cash, credit cards, preauthorized payments and EFT
- o Payments and partials are applied to specific charges
- o Supports family accounts
- o Interface to fundraising system
- o Support multiple entity accounting requirements

#### • Billing:

- o Cash or Accrual options by billing item
- o Web based membership functionality
- o Flexible billing options for family accounts, individuals; ability to script logic into billing calculations and discounts

#### • Contact Management:

- o CRM like capabilities, 360 degree view of account and individual
- o Integration to email marketing engine
- o User definable demographics at individual and family level
- o Data integrity tools, data validation reporting
- o Address validation, NCOA database updates, address bar coding
- o Support parents of non-traditional families to promote programs for kids
- o Activity filtering by type with customer service alerts, and user defined workflow

#### • Customer and Membership Management:

- o Activity Tracking Capabilities; user defined activities/data fields
- o Fast order processing (in house and web based) for different types of transactions
- o Credit card swiping, real time authorization and validation
- o Pre-authorized payments against multiple Credit Card and Checking accounts
- o User Definable Customer Service Alerts; easy to follow language/script (i.e. SQL)
- o Immediate delivery of statements via email (while on the phone)
- o Family structure with family account profiles easily maintained both in house or on line by authorized users

#### • Fundraising Platform:

- o Able to integrate with all key modules
- o Able to address all gift types; on-line giving options
- o Able to support events

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**• Event Planning/Management:**

- o Program Management for various programs addressing schedules, instructors, pricing by user type, early bird pricing, multiple term discounting, prerequisites
- o Integration to facility and resource management application
- o Package and series sales to support variety of personal instruction sales and programs, both in house and on line
- o High performance (very fast) on line registration environment that can handle hundred of users using the website and registering in house simultaneously
- o Income deferral rules by product type (programs, camps, etc.)

**• Inventory/Order Management:**

- o Product definition, inventory levels, back order rules and release options, variable commission, special pricing rules

**• Resource Management:**

- o Integrated resource management and scheduling capabilities for facility space, staff and other inventory requirements
- o Integrated with Program Management

**• Website Management:**

- o High performance customizable website and content management, program marketing and registration application
- o Full website and program definition capabilities for program referrals, upgrades, cross sells, and discounts
- o Profile maintenance for family accounts and individuals
- o Integrated to key modules

**• General Ledger Interface:**

- o Easy interface to industry leading fund accounting software systems

**• Platform, General Interface APIs and Web services:**

- o Integration with 3rd party applications via APIs and Business Objects
- o Open SQL architecture with access to the underlying database

**• User Access:**

- o Security model for different classes of administrators and users

**• Access Control Interface (Physical Security System Plug-in):**

- o Ability to interface to front desk check in and building security modules.

**• Database**

- o Full access and control of SQL database
- o Integration of Crystal reporting software

**CONTACT:**

Stan Molinski

Director, Information Technology  
Battery Park City Authority  
1 World Financial Center  
New York, NY 10281-1097  
stan.molinski@batteryparkcity.org  
(212) 417-2263 desk  
(212) 417-2001 fax

All proposals must be submitted in a sealed envelope clearly marked "BPCA CC Membership and Program Marketing Software" and must be delivered to BPCA by messenger, overnight courier or certified mail no later than 4PM (EST) on **April 18, 2011** to Stan Molinski at the address indicated above. Proposals by fax or electronic transmission will not be accepted.

Applicants are restricted from making contact with anyone other than the Contact Person specified above during the period (the "Restricted Period") from the time of publication of this advertisement through approval of the procurement contract by BPCA. "Contacts" shall mean any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement. Employees of BPCA are required to obtain and record certain contracts during the Restricted Period, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

"Proposer will submit with their proposal a copy of the company's EEO or Affirmative Action policy along with a breakdown of all company staff by job classification, race and gender"

Mandatory forms packet must be filled out for consideration. The forms can be found at:

[http://www.batteryparkcity.org/pdf\\_n/Mandatory\\_Forms\\_Packet.pdf](http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf)

#### M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, BPCA hereby establishes a goal of 20% for Minority-owned Business Enterprises (MBE) participation and TBD% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how BPCA will determine a contractor's "good faith efforts", refer to 5 NYCRR §143.8. Additionally, Offerors must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

**Minority Sub-Contracting Goal: 20%%**

**Women Owned Sub-Contracting Goal: 5%%**

**Due Date: 5/4/2011 4:00 PM**

**Contract Term: One to Three Years**

**Location: Battery Park City New York, NY**

**Contact:** Stan Molinski, Director Information Technology Information Technology  
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One World Financial Center  
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**Submit To:** Stan Molinski, Director Information Technology Information Technology  
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