

Request for Proposal 6909 Z1

Attachment 3

MINIMUM REQUIRED FIELDS

These are minimum required fields of the State Park Reservation System. Additional fields may be requested.

The Guest Profile shall include the following fields:

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Day Phone
- Evening Phone
- Email
- License plate
 - State
 - Number
- Foreign Address (when applicable)
- Customer Type
 - Standard or Tax Exempt
- Customer Reservation History
- Customer Invoices
- Red Flag Indicator
- Comment/reason for the Red Flag indication

Additional/optional fields may include:

- Camping unit/Equipment
 - 5th Wheel
 - RV Motorhome
 - Pop-up
 - Tent
 - Trailer
 - Caravan/Camper Van
- Number of Pets
 - Cat
 - Dog
 - Horse
 - Other
- Vehicles
 - Make
 - Model
 - Color
- Military Status
 - Active Duty

- Veteran
- Date of Birth

The Group Profile shall include the following fields;

- Group Number (unique number assigned to the group profile)
- Group/Organization Name
- Group/Organization Type
 - Association
 - Auto Club
 - Scouts
 - Business
 - Family
 - Military
 - RV Club
 - School
 - Senior Group
 - Tour Operator
 - Travel
 - Non-Profit
 - Government Entity
- Group Address (City State and Zip Code)
- Office Phone
- Cell Phone
- Email
- Customer Type
 - Standard or Tax Exempt
- Primary Contact Name
- Secondary Contact Name
- Red Flag Indicator
- Comment/reason for the Red Flag indication

Each registration form shall contain the following fields:

- Park Name and Address where reservation is held
- Reservation Number
- Arrival Date
- Departure Date
- Unit Number/Name
- Unit Type
- Amount Paid
- Amount Due
- Guest Name and Address

Each confirmation shall have the following fields:

- Public Website Address
- Park Name and Address where reservation is held
- Reservation Number
- Arrival Date
- Departure Date
- Unit Number/Name
- Unit Type

- Amount Paid
- Method of Payment
- Amount Due
- Amount Due by Date
- Guest Name and Address
- Check In/Check Out Time
- Scannable Bar Code for Check-In
- Special Notes and Alerts (configurable by park and site). Examples include directions, park permit requirement information, firewood alert, etc.

A voucher for credit to a guest or group shall include the following fields.

- Payment Date
- Payee Name and Address
- Amount
- Description of Material/Service
- Total (all vendor invoices, before any discount)
- Accounting Distribution (Business Unit, Object, Subledger)
- For Department Use
- For Department Use, Approval By
- For Department Use, Date Approved

When viewing a reservation with an arrival date in the future the following fields must be displayed:

- Reservation Number
- Order ID number
- Guest Profile Information
- Unit(s) Reserved
- Arrival and Departure Dates
- Check-in and Check-out times
- Name of staff/user who made reservation
- Creation date
- Sales channel
- Status
- Amount Paid
- Amount Due
- Reservation Date
- Comments

When viewing a reservation with a current or past arrival date or for a reservation that was cancelled the following fields must be displayed in addition to those above:

- History of all Financial Transactions
- Accounts Receivable on the reservation
- Change(s)
- Date(s) of Change(s)
- Name of staff/user who made the changes/cancellation
- Sales channel for changes or cancellations
- Cancellation Date(s)
- Event Number (for a group reservation)

For each individual unit in the System's database the following fields must be stored and viewable.

- Campsites:
 - Fee
 - Campsite Name/Number
 - Campground Loop
 - Site type: Primitive, Primitive Hike-In, Basic, Basic Hike-In, Electric, Electric Plus, Full Hook-up
 - Driveway grade
 - Check-In/Out Time
 - Max occupancy
 - Pad Length
 - Paved or Gravel
 - Shade: Full, Partial, None
 - Site access: Pull Through, Drive In, Hike In
 - Slide-Outs Usable
 - ADA Accessible Features
 - ADA Occupant Required
 - Pets allowed
 - Picnic Table
 - River/Creek Site
 - Lake Shoreline Site
 - Distance from Shoreline
 - Amperage
 - Fire Pit
 - Grill
 - Water onsite
 - Sewer hookup onsite
 - Reservable status
 - Additional necessary or relevant information

- Cabins:
 - Fee
 - Cabin Name/Number
 - Cabin Loop
 - Site Type
 - Check-In/Out Time
 - Max Occupancy
 - Bed Type: King, Queen, Full, Twin Number of Bedrooms
 - Sleep Capacity
 - Sofa Sleeper
 - Rollaway available
 - Crib available
 - Number of Guests
 - Pets allowed
 - Television
 - Cable Television
 - Phone
 - Fireplace
 - Bathroom Type
 - Number of Bathrooms
 - Air Conditioner

- Heater Microwave
 - Linens furnished
 - Coffee Pot
 - Toaster
 - Stove
 - Oven
 - Dishwasher
 - Refrigerator
 - Freezer
 - Sink
 - Pots and Pans
 - Furnished
 - ADA Accessible Features
 - ADA Occupant Required
 - Screened Porch
 - Number of Steps into Cabin
 - Distance from Parking
 - Picnic Table and Grill
 - River/Creek Site
 - River/Lake View
 - Shoreline Site
 - Distance from Shoreline Additional necessary or relevant information
- Meeting Rooms:
 - Fee
 - Meeting Room Name
 - Max Occupancy
 - Meeting Room Size
 - Catering available
 - Able to bring own food
 - Meeting Room Hours
 - Internet available
 - Audio/Video Equipment Rental
 - Projector Screen
 - Air Conditioned
 - ADA Accessible Features
 - Number of Stairs
 - Elevator
 - Seating Arrangements
 - Number Arrangement Seats
 - Additional necessary or relevant information
- Pavilions:
 - Fee
 - Pavilion Name
 - Max Occupancy
 - Shady Area
 - Number of Picnic Tables
 - Charge for extra Tables
 - Electricity
 - ADA Accessible Features

- River/Creek Site
- Shoreline Site
- ADA Accessible
- Distance from Shoreline
- Catering available
- Additional necessary or relevant information
- Horse Stalls:
 - Fee
 - Horse Stall Name/Number
 - Number of Horse Occupancy
 - Wheelbarrow provided
 - Pitchfork provided
 - Distance from Campground
 - Distance from Lodging
 - Hay and Bedding provided
 - Water available
 - Additional necessary or relevant information
- POS items:
 - Item description
 - Account code – business unit, object code, and subledger
 - Price (variable or fixed)
 - Effective Sales Start Date
 - Effective Sales End Date
 - Website visibility indicator
 - Call Center visibility indicator
 - Additional necessary or relevant information
- Boat Slips:
 - Fee
 - Boat Slip Name
 - Max occupancy
 - Max boat length
 - Site Access: Boat In
 - Type of Use: seasonal, lease, transient
 - Electricity
 - ADA Accessible