



REQUEST FOR PROPOSAL

ALL INTERESTED PARTIES:

The City of Glenn Heights, hereinafter referred to as the City, will receive a Request For Proposal (RFP), together with any other information relative to the Proposal, for furnishing the services described below:

- Recreational/Instructional Program Proposals

Purpose

The City is seeking to contract with individuals and businesses (both for-profit and nonprofit) to provide varied recreational/instructional program services for the Parks and Recreation Department. The services must be considered family friendly and meet the specifications listed below.

General Information

RFP's must be received by the Parks and Recreation Division 8 weeks before class is to begin.

Proposals submitted by that time will be reviewed by Recreation Staff. Any questions regarding the RFP specifications and process should be directed to the Parks and Recreation Department. A request for a preliminary discussion session on a proposed recreational/instructional program can be made through the Parks and Recreation Department. This meeting in no way constitutes an agreement by the City to accept any program proposal. These meetings are merely to discuss the RFP process and assess potential issues with the proposal.

Specifications

- Proposals may offer to provide specific or varied recreational/instructional programs provided that they are consistent with the general nature of the City's public recreation offerings.
- Proposals are encouraged, but not limited to the leisure activity areas of youth, adult, senior, athletics, wellness and exercise, art instruction, education, cultural and performing arts,

and other related areas that are acceptable as public recreation offerings.

- Proposals can be similar or different to current programs offered and do not have to emulate the structure of current programs offered. However, some programs might be declined if there is a concern about competition with a current program.
- Proposals must demonstrate a value and reasonable price related to that value as a public recreation offering.
- Proposals must not rely on the CITY to provide any financial support, other than administrative support. Administrative support includes facility scheduling, advertising, conducting registrations, etc.
- The CITY makes no warranty, guaranty, or representation as to the success of any recreational/instructional program operated as a result of any contract award made pursuant to this RFP.
- The CITY will not approve any proposal or a part of any proposal if it is contrary to laws, statutes, ordinances, policies, or procedures of the CITY, or is not in the best interest of the CITY as determined at the sole discretion of the CITY.

Submission Elements

All proposals submitted shall clearly describe the scope of recreational/instructional programs. Include details of the approach and plan. A statement shall be included which explains why this approach and plan would be effective and beneficial to the City as a public recreation offering.

The following areas shall be presented in detail:

- **Qualifications:** Applicant shall present evidence that they are fully qualified and have substantial experience in the field of their proposal and in the instruction and/or conducting of the program. If additional staffing is proposed, the same information must be made available for each proposed staff member.
- **Operation:** Applicant shall provide an outline of intended staffing, days and hours for programs, proposed age groups, and the variety of programs to be provided. Narrative must include a complete program description, goals of the program, class objectives, and marketing plan.
- **Budget:** Based on an anticipated 70% (Contractor) / 30% (CITY) net revenue split, the proposal must include a budget of all of the costs associated with the recreational/instructional program and a proposed fee, if any, that will be charged to participants. After successfully completing 18 months of service with the City, the percentage split will change to an 80% (Contractor) / 20% (CITY) net revenue split.
- **References:** Letters of recommendations and/or references shall be included in the proposal. Provide a list and description of similar programs satisfactorily performed and completed within the past three (3) years. For each program listed, include the name and telephone numbers of a representative for whom the program was undertaken who can verify satisfactory performance.

- Other Information: Any additional information to assist the City in its evaluation of the proposal.

Selection Criteria

Selection of a Contractor will be based upon consideration of the following (interviews may be required)

- * Documented past successes
- * Availability of appropriate facilities
- * Suitability of recreational/instructional program as a public recreation offering
- * Experience with marketing similar programs
- * Key qualifications for teaching recreational/instructional programs
- * Unique perspectives brought to the program
- * Organizational skills and proven ability to meet deadlines
- * High standards of service that will be followed to ensure quality experiences for all
- * Letters of recommendations and/or references
- * Ability to agree on class price
- * Ability of all proposed instructors to pass a yearly background check conducted by the City

Acceptance of Proposals

Proposals will be evaluated by the GHCC Management Staff for the value and benefit the proposed recreational/instructional program will bring to the overall public recreation offering. The City reserves the right to reject any or all RFP's, or portions thereof, and to waive any informalities or irregularities in any RFP's received, to re-advertise for RFP's, to award in whole or in part to one or more applicants, or take any other such actions that may be deemed to be in the best interests of the City. Each applicant will be notified if their proposal(s) will be accepted and subsequent negotiations will occur. If successful negotiations occur, the City and the Contractor will enter into an Independent Contractor Agreement and the recreational/instructional program will be added to the City's public recreation offering. Recreational/instructional programs are not official City programs until the Independent Contractor Agreement has been signed by the City of Glenn Heights Parks and Recreation Superintendent. **Until the Agreement is signed by the Parks and Recreation Superintendent, classes are only in the idea stage and cannot be promoted or advertised to the public.** Acceptance of proposals does not guarantee that the City will automatically offer or continue offering the recreational/instructional program. The City, at its discretion, may discontinue or decide not to offer the recreational/instructional program.

Proposal Submittals

Proposals should be submitted (mailed or emailed) to the Parks and Recreation Department along with this signed page of the RFP.

Mail or email proposals to: City of Glenn Heights Parks and Recreation Department

City of Glenn Heights Parks and Recreation
1938-C S Hampton Road
Glenn Heights, TX 75154

For more information, call or email the Parks and Recreation Department at 972.223.1690 Ext 454 or email the Parks and Recreation Superintendent at Michael.Davenport@glennheightstx.gov.

All Instructors associated with proposed class or program are subject to background check

Applicant Name(s) _____

Company Name if needed _____

Mailing Address _____

City State Zip Code _____

Email Address _____

Cell Phone # _____

Signature: _____ Date: _____