



## **2021 Winter - Spring Recreation Programming Request for Proposals**

### **PURPOSE**

The City of Renton's Recreation & Neighborhoods Division is seeking individuals, groups, or organizations that best demonstrate their ability to provide relevant, safe, interactive, and reliable recreation programs to the community.

In response to limitations of large in-person gatherings due to COVID, the Recreation & Neighborhoods Division is looking to expand its variety of virtual and small group, in-person programs offered to the community, starting in winter and through spring 2021. During these challenging times, the goal is to provide the community with ways to engage with its neighbors through common interests, provided through safe and affordable means. Ideal programming will provide interaction, socialization, learning and an engaging experience for all ages (preschool ages through seniors). Program areas we are seeking are the following, but not limited to:

- arts and crafts, photography, language, culture, music, and/or dance
- fitness and wellness (e.g., tennis, yoga, outdoor and indoor small group exercise classes)
- adaptive recreation
- computer skill building
- cooking and gardening
- animal training and care
- social groups such as book clubs, parent support groups.

**If you have any questions about the guidelines referenced, or the application process please attend our Request for Proposals Workshop (RFP), via Zoom: Tuesday, November 17, 2020, 6-7pm.**

You will learn how to complete the 2021 Winter/Spring Programming RFP through our Zoom Workshop and ask any questions you may have.

To register, email: [recreation@rentonwa.gov](mailto:recreation@rentonwa.gov) by Friday, November 13<sup>th</sup>, and a Zoom link with be emailed to you.

### **DEADLINE**

Proposals must be **received by email or mail by Tuesday, December 1<sup>st</sup>, 2020.**

Email proposals to:

[recreation@rentonwa.gov](mailto:recreation@rentonwa.gov) with "2021 Recreation RFP Proposal" in subject line.



Mail in proposals to: 1715 Maple Valley Hwy, Renton, WA 98057: Attn: Carrie Nass, Recreation & Neighborhood Division Manager

## **ELIGIBILITY**

The Division is seeking and will select individuals, groups or organizations that best demonstrate their ability to provide culturally relevant, safe, educational and reliable recreation programs to the community.

## **REVIEW CRITERIA**

The following criteria will be used to evaluate Proposals:

1. Complete Proposals – Proposals that are incomplete will not be evaluated.
2. Demonstrated business experience in the development and implementation of programming that addresses the design elements as described in the Purpose on page 1.
3. Client references, business references.
4. Quality of program plan.
5. A current City of Renton Business License is required for anyone doing business on City property. Please provide a copy of your current **City of Renton business license** or be prepared to obtain one prior to signing a seasonal contract.
6. Insurance may be required for some in-person instruction. Please be prepared to provide a Certificate of Insurance (COI) naming the City of Renton as Additional Insured fitting the City's requirements if necessary.
7. Please provide program budget which includes program fees and supplies.
8. On all instructional contracts, City of Renton has a 70/30 split.

## **REVIEW PROCESS**

A panel of Division staff will review the Proposals submitted in response to this RFP. The panel will score the Proposals, determine the highest qualified Proposals and may interview the Proposers, if necessary. The panel will make a final recommendation regarding qualified Proposals that offer the best suited programs for the Division and community. Generally, if all Proposers offer sufficient references and experience then the Proposer offering the highest positive impact that will affect the most participants will be awarded the contract. The Division reserves that right to refuse any and all proposals.

What are some of the reason my program might be declined?

- We are already offering a similar program for the same time frame and age demographic that you are looking to serve.

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- We have offered similar classes in the recent past that have been unsuccessful.
- The programs fees are deemed too high to be successful.
- We cannot accommodate your schedule, do not have the facility available, or your class was lower on the program priority list.
- Your program does not fit within our risk management guidelines.
- The personal interview, background check or references report do not meet the minimum requirements.

### **PROPOSED RFP SCHEDULE**

The Division's anticipated schedule for review of the Proposals and final selection of Recreation and Neighborhood Division Programs is as follows (dates and times subject to change. Proposers will be notified if any changes are made):

- **Friday, November 6, 2020:** RFP Advertisement opens
- **Tuesday, November 17, 2020:** RFP Workshop @ 6pm
- **Tuesday, December 1, 2020:** RFP Submittal Deadline
- **December 2<sup>nd</sup> – 9, 2020:** Evaluation Panel reviews and scores Proposals, makes recommendations
- **Friday, December 11, 2020:** Contract Award announcement
- **December 14<sup>th</sup> – 31<sup>st</sup>, 2020:** Contract development
- **Monday, January 4<sup>th</sup>:** Contract commencement date

### **GENERAL STATEMENT**

This REQUEST FOR PROPOSAL (RFP) represents a publicly advertised and competitively awarded solicitation by City of Renton's Recreation and Neighborhoods Division Recreation Program Providers/Instructors. This RFP is intended to encourage individuals, groups and organizations to clearly present how they would provide the requested services, propose options for services or service enhancements and operate these services in a consistent and fiscally sustainable manner. Each Proposer must also clearly identify its knowledge of the proposed operating plans, experience and financial stability.

### **PAYMENT INFORMATION**

Independent Contracted Instructors are paid based on a percentage of the registration fees collected for their class. The percentage breakdown between the City of Renton and the instructor is a 70/30 split (e.g. \$100 per student results in \$70 to instructor, \$30 to the City). For reimbursement of payment, we asked that you will submit a bill or invoice to the City at the end of the class and the City will process your payment. The percentage retained by the city will go

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towards the assistance of promotion and administrative time associated with the program/class. Assistance with promotion will consist your content in our Let's Go Renton Recreation guide, and via social media accounts, among other various options that we have available.

**FOR QUESTIONS OR ASSISTANCE EMAIL:**

[recreation@rentonwa.gov](mailto:recreation@rentonwa.gov) Subject line: 2021 Recreation Programming RFP



**Recreation &  
Neighborhoods**  
*let's go!*