



## **2021 Recreation Winter/Spring Programming Request for Proposal**

Thank you for your interest in sharing your talents, skills, and experience with the Greater Renton community. We are looking for instructors to teach a wide variety of classes to provide residents with positive recreational experiences.

The City of Renton's Recreation and Neighborhood Division invites you to become a partner in providing programming for the community. Please review the Request for Proposal (RFP) Guidelines, and then fill out the RFP application as completely as possible.

### **How to Submit Your Application**

**Proposals must be received by email, mail, by Tuesday, December 1, 2020.** If you need further assistance, please email [recreation@rentonwa.gov](mailto:recreation@rentonwa.gov) with "2021 Recreation RFP Proposal" in subject line.

### **Applicant & Project Information** (please be as complete and specific as possible)

Legal Name of (individual or organization)

Project Contact:

Title:

Address:

City:

State:

Zip:

Phone (work or daytime):

Email:

Tax Identification # (organization)

Do you or your organization have a current City of Renton business license (provide copy)?

Do you or your organization have a Certificate of Insurance (provide copy)?

### **Person who will sign application, contract, invoice ("Authorized Representative") if different from Applicant:**

Name:

Title/Relationship to Project:



**Description of Program:** Tell us about your program. List key activities and goals.

**Select Target Age for Program** (All ages, infant/toddler & parent/caregiver, preschool, youth, teens, adults, seniors)

**Type of Organization**

Specify if the organization is a corporation, partnership, sole proprietorship, joint venture, etc. Explain any details or factors that are needed to clarify your organization.

**Summary of Proposed Services**

Describe the services to include the following: The type and features of the program to be offered, proposed hours and days of operation, services needed by the Recreation and Neighborhood Division in order to run your program, highlight your services and business philosophy



**\*\*Optional, but Strongly Encouraged:** You may attach no more than two (2) pieces of supporting material – such as a sample of artistic work, brochure, newsletter, past review, support letters – to your completed application. Do not include materials that have no bearing on your response to this RFP. If pictures, brochures, flyers, etc. are enclosed, then please be certain that the direct connection between these enclosures and to the proposed services for the Recreation and Neighborhood Division is clearly explained.

**Client or Business Reference (2 client or business references must be included with RFP):**

Insert information about programs that you have operated.

Name of Organization:

Name of client contact person:

Title:

Address:

City:

State:

Zip:

Phone (work or daytime):

Email:

Number of year(s) you or your organization has served this client:

Describe the services. For example, type of services, curriculum, culturally relevant programs, academic enhancements, unique challenges, etc.



Name of Organization:

Name of client contact person:

Title:

Address:

City:

State:

Zip:

Phone (work or daytime):

Email:

Number of year(s) you or your organization has served this client:

Describe the services. For example, type of services, curriculum, culturally relevant programs, academic enhancements, unique challenges, etc.

Submitted by: \_\_\_\_\_  
(Name of individual or organization submitting this Proposal)

**Print Name:**

**Title:**

**By signing, I declare that the above information is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Applicant or Authorized Representative Date**

(This should be the person who will sign contract and invoice on behalf of project.)

**An individual who is legally empowered to bind the organization that is submitting this proposal must sign in the space provided immediately above.**