



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 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. 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.

REVIEW CRITERIA

The following criteria will be used to evaluate Proposals: 1) Complete Proposals – Proposals that are incomplete will not be evaluated; 2) Demonstrated experience in the development and implementation of recreation programming; 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 be prepared to provide a **Renton business license** prior to signing a 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.

PROPOSED RFP SCHEDULE

Friday, November 6, 2020: RFP opens; **Tuesday, November 17, 2020:** RFP Workshop @ 6pm; To register, email: recreation@rentonwa.gov by Friday, November 13th, and a Zoom link will be emailed; **Tuesday, December 1, 2020:** RFP Submittal Deadline; Email proposals to: recreation@rentonwa.gov with "2021 Recreation RFP Proposal" in subject line; **December 2nd – 9, 2020:** Evaluation panel reviews and scores proposals; **Friday, December 11, 2020:** Contract award announcement; **December 14th – 31st, 2020:** Contract development; **Monday, January 4th:** 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.

QUESTIONS, EMAIL: recreation@rentonwa.gov Subject line: 2021 Recreation Programming RFP

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Jason Seth, City Clerk, MMC