

Services Contractor Application

Contractor Requirements

- Demonstrates experience, license and/or certification in coaching, training, education and Supervision of recreation disciplines, skills and training.
- Demonstrates experience in progressive recreational-based classes, trainings or programming.
- Proven track record and business knowledge to host, manage and facilitate the necessary services for public programs and classes.
- Proven track record in hosting, coaching and teaching proposed discipline.
- Safety certifications and risk management protocols for all staff to insure the highest safety standards and emergency procedures.
- Demonstrated experience managing a financially successful business.
- Demonstrated experience training staff and delivering exceptional customer service and client experiences.
- Demonstrated commitment to providing appropriate background checks and screening for all staff with direct contact with youth.

Proposals must contain all of the following information in the same sequence as presented below:

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements listed.

- A cover letter that introduces Contractor's company, provides Contractor's contact information, confirms that all statements made within the application are true, and states that Contractor have legal authority to represent Contractor's company.
- A statement of project/programming scope including the company's mission statement and goals for the future development of the partnership. What would be the ideal measurable outcomes throughout the year of offerings?
- Contractor's general approach to executing the work, services and programs required of the project. Include a description of the recreational services Contractor's company provides. Specifically describe how Contractor intend to structure Contractor's work, staff and services to deliver a quality product including tentative schedules for classes.
- A description of how Contractor's previous experience prepares Contractor to facilitate programming.
- A list of key personnel, including Contractor's self if applicable, who will be assigned to the project, programming and/or classes. For each person list their:
 - Position with the company
 - Years involved with the company
 - Years of experience providing service
 - Relevant skills, experience, history and credentials
 - Applicable training, certifications and licenses
 - Any background checks performed if working with children or youth
 - Identify their specific discipline(s)



Services Contractor Application (Continued)

Below Contractor will find a service plan outline to use as a guide in the preliminary phase of service design and development.

Service Category:

Service Area:

Organizational Purpose/Mission:

Interest/Need for the Service:

Service Specific Description:

Performance Objectives:

Performance Objectives (intended outcomes of the service)



Structure

Minimum/Capacity:

Season/Day(s)/Time(s)/Term:

Pricing

Management

Equipment/supplies:

Inclusion:

Marketing/promotion:

Registration:

Contingency plan:

Risk management plan:

Animation/service flow:

Evaluation