



**Carbon Valley  
Parks and Recreation  
District  
“Services Contract Manual”**

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## Carbon Valley Parks and Recreation Overview

Established in 1983, the Carbon Valley Parks and Recreation District is a special district covering roughly 45 square miles, including the communities of Frederick, Firestone, Dacono and rural areas that surround the Tri-Towns in Colorado. CVPRD delivers a broad spectrum of opportunities for citizens to thrive physically, socially and athletically through a dynamic network of parks, sports fields, recreation facilities and programs.

CVPRD programs are guided by the following principles:

- Champion diversity
- Contribute to personal health and wellness
- Ensure that youth are a priority
- Maintain and protect our facilities and programs
- Prioritize available subsidy to introductory level classes and programs and
- Pursue a sustainable financial model for recreation programs and facilities.

Guided by these main beliefs, CVPRD encourages proposals and considers contractors capable of partnering with us to serve and enrich our community through exceptional program delivery and customer service.

### *Parks and Recreation at a Glance*

- Frederick Population: 12,687
- Firestone Population: 13,825
- Dacono Population: 4,132
- Total Population: 30,664

### **Carbon Valley Parks and Recreation District**

- 50,000 square foot facility
- 25-yard, six lane lap pool, an activity pool with amenities such as logs, lazy river, 18' slide, splash pool for kids, steam room and hot tub
- Mind/body and fitness studios
- Gymnasium and walking track
- Racquetball court
- Cardio and weight rooms
- KidZone child sitting area
- Multi-purpose room for meetings and events

- Equipment for boys and girls programs (bars, balance beam, rings, etc.)
- Preschool equipment
- Cargo net

### **District Programming**

- Sports, dance, enrichment classes, aquatics, BMX, and more
- Fitness classes and personal training
- Senior trips and wellness programs

### **Carbon Valley Gymnastics/Senior Center**

#### **Gymnastics Center**

- Full size competition spring floor
- In-ground tumble track (trampoline) leading into large foam pit

#### **Senior Center**

- Lounge for coffee and socializing
- Library with diverse selection of books and puzzles
- 2 Computer stations
- Weekly lunches
- Variety of enrichment programs and trips



### *Core Values*

The District's values can be summed up in one word – H.A.L.T. (Honesty, Attitude, Loyalty and Teamwork). Simply stated, associates should stop and evaluate their own motives to ensure that they accurately reflect the District's core values in every interaction.

**Honesty:** Associates are expected to demonstrate truthfulness and integrity toward constituents, co-workers, vendors and supervisors. Honesty is the cornerstone from which effective communication and ethical business practices are built; therefore, associates should strive to emulate the highest attributes of honesty.

**Attitude:** Associates are expected to demonstrate a positive attitude about the District and District programs towards constituents, wo-workers, vendors and supervisors. Healthy attitudes area good predictor that unity and cohesion exists throughout the District. Good attitude leads to good behavior; good behavior leads to healthy relationships.

**Loyalty:** Associates are expected to demonstrate loyalty toward constituents, co-workers, vendors and supervisors by being genuinely committed to one another and ensuring every associate has the opportunity to be successful. The overall success of the district requires that associates actively promote District programs and support District policies in a positive manner.

**Teamwork:** Associates are expected to demonstrate a cooperative effort to achieve the District's common goal of providing quality recreational activities for our constituents. Teamwork is the way we get the job done. Associates are encouraged to promote service before self – the embodiment of teamwork.

## Welcome to CVPRD

The Carbon Valley Parks and Recreation District (CVPRD) offers multiple classes, summer camps, sports leagues, workshops, events, and activities. Many of these programs are delivered through contracts with professional service providers whose participation and offerings enhance the diversity and overall success of our programs.

CVPRD is grateful for Contractor's interest in contributing Contractor's passion and talent to the health and well-being of the community. If selected as a contractor, CVPRD knows Contractor's contribution will complement the community-valued portfolio of programs.

The information in this manual is intended for current CVPRD contractors and prospective contractors for services from a single recreation class to an entire program area. This manual is a source of information related to teaching/offering a "fee" class or program for CVPRD.

Depending on the scope of the project/contract, the potential of requiring a Request For Proposal (RFP) might be present.

### *Contracting & Benefits*

#### *Why contract for CVPRD?*

CVPRD is a special district committed to a community where every member's health and well-being is founded on unparalleled parks, facilities and programs.

#### *What can CVPRD offer a contractor?*

- **Facilities:** CVPRD offers access to great facilities. CVPRD has gymnasiums, fitness classrooms, pool, meeting rooms, shared athletic facilities, and conveniently-located parks for all programming.
- **Marketing:** Contractors gain access to one of the leading communication channels for reaching CVPRD's active youth and adult populations. CVPRD's Activities Guide is published three times annually and mailed directly to every household in Carbon Valley, web presence, email and social marketing platforms generate more than 150,000 impressions per month. There is no single, more robust or targeted way to reach CVPRD's active population and families.
- **Registration:** CVPRD offers a comprehensive online, in-person and phone-in registration system, online class listing and registration system. This system allows customers a variety of access modes while allowing us to maintain facility booking for classes and programs and to efficiently track and process registrations. Contractors opting to use the District's registration system will receive class lists, wait list reports, and easy access to documents and receipts. CVPRD also maintains an accurate database for all program participants for communications, marketing, and program evaluation. The system also automatically reserves spots for wait list participants when spaces become available due participant withdrawal or other circumstances.
- **Payment Processing:** Our registration system allows customers to use cash, check, Visa, Discover, American Express, and Master Card for payments.



### *Program Dates*

CVPRD operates on a four season, annual calendar. A sample timeline of a typical year can be found in Appendix A.

CVPRD's program dates vary slightly each year, but below is the approximate schedule for each program season:

Winter	January 1 through March 31
Spring	April 1 through May 31
Summer	June 1 through August 31
Fall	September 1 through December 31

## Contractor Information

### *How to Become a CVPRD Contractor*

Program service providers (Contractor) are hired on a contractual basis and are not considered agents or employees of CVPRD. Contractors cannot be current Carbon Valley Parks and Recreation District employees.

The first step to becoming a Contractor is to complete and submit a **Services Contractor Application** (Appendix A) for each course or program to be proposed to be taught or offered. Applications are accepted year round. Incomplete applications will not be reviewed or considered.

The **Services Contractor Application** can be found online at [www.cvprd.com](http://www.cvprd.com) on the Partner With US page under District Info.

Once an application is received, a coordinator will contact the potential Contractor and serve as the primary contact. If accepted, Contractor will be asked to provide the required items described below. Once all materials are received, Contractor will be invited to enter into an agreement with Carbon Valley Parks and Recreation District.

### *How to Submit a Contractor Application*

Contractor applications are accepted year round. Incomplete contractor applications will not be accepted. Existing contractors must complete a post season meeting with their coordinator prior to renewing offerings for the following year. Contracts do not automatically renew. Submitting a contractor application does not guarantee that the proposed course or activity will be approved and/or added to CVPRD's programming menu. There is no guarantee of exclusivity to contractors or the services they offer. A separate contractor application is required for each course or program area the contractor wishes to offer.

Please note: the information submitted in contractor applications is used to assign and reserve activity spaces and generate program descriptions for marketing. Contractor's agreement will also include a space allocation for promoting Contractor's program(s) in the Activities Guide. Please include an accurate, complete and concise description of Contractor's offering in Contractor's application.





**CVPRD Collects Registration:**

**60% Contractor / 40% CVPRD split.**

Payments to the Contractor are based on the amount of revenues generated by the contractor's offered service. Revenue is calculated from the data generated by the CVPRD's recreation registration software. This data includes both the number of program participants and the amount of revenue collected year to date for each program. Contractors will receive the agreed share of the revenue along with a complete revenue report at the end of each registration session.

*Status with CVPRD*

The relationship between the Contractor and CVPRD is that of an independent contractor. The Contractor shall supply all personnel, equipment, materials and supplies at its own expense, except as specifically set forth in the final written agreement between the parties. The Contractor shall not be deemed to be, nor shall it represent itself as, an employee, partner, or joint venture of CVPRD.

No CVPRD employee or officer of the city shall directly supervise the contractor outside the terms set forth in an executed contract. The Contractor is not entitled to worker's compensation or other employment benefits from the CVPRD and agrees to abide by all employment laws, legal, tax and fiduciary requirements established by the state and Federal government related to business entities and employers.

*Customer Relationship Management*

The Carbon Valley Parks and Recreation District is committed to providing exceptional service and experiences for our residents and visitors.

CVPRD views each interaction, whether a brief, single email or a multi-session service, as an opportunity to build positive relationships with valued members of the community. As a service contractor, Contractor become the face of Carbon Valley Parks and Recreation District for a segment of our customers, making Contractor's interactions part of their overall customer experience.

As such, CVPRD seek contractors with well-articulated customer service standards, training and a history of demonstrating excellent service.

Additionally, CVPRD expects the following minimum requirements from all Contractors regarding basic customer care and business management standards:

- **Fair and Equality.** Contractor shall treat all program participants and family-members fairly, respectfully and in accordance with all applicable civil-rights laws and standards.
- **Establish positive contact.** Contractor shall establish and maintain positive rapport with participants and prospective participants during the course of program and service delivery.
- **Safety and Appearance.** Contractor shall maintain activity areas, facilities and equipment in a safe, orderly manner. Equipment, staff and participant belongings shall be kept out of areas where they could cause injury or become damaged. Contractor's staff will abide by professional dress and grooming standards, consistent with providing safe, effective delivery of required

services. Contractor shall report any unsafe, unsanitary or unsightly facility conditions to facility management as soon as possible.

- **Deliver excellent customer experience.** Contractor shall deliver a positive customer experience. Participants shall consistently rate their customer experience at 85% or above on customer satisfaction evaluations administered by one or both parties.
- **Deliver Proactive Communication.** Contractor shall respond professionally and courteously to all participant emails, phone calls and inquiries within 2-business days. Contractor shall initiate communication with participants regarding any scheduling issues, programmatic, location or fee changes as soon as possible (generally at least 72 hours in advance of change). Contractor shall provide an email or other form of timely written communication to Program Manager conveying any complaints, controversies, misconducts, serious injuries, or illnesses related to the delivery of contracted services.
- **Business records.** Contractor shall maintain accurate and up-to-date records of enrollments, finances, participant's contact information, applicable medical forms and liability and publicity release forms. All business records, reports and files related to provision of contracted services shall be accessible on demand by CVPRD.
- **Media Relations.** Unless specifically authorized in writing by CVPRD, Contractor shall not engage with, speak for or represent the District or Department to any media or media representative regarding the District's services. Contractor shall contact their coordinator or appropriate District communication staff whenever contacted by a representative of the media.

### *Course Management*

Courses and programs are approved, monitored and overseen by CVPRD's coordinator. The Contractor is responsible for delivering and managing their approved service(s) (according to the terms of a signed agreement).

Program delivery and management shall include designing and delivering program content to participants per approved and published program descriptions. It also includes responding to participant and CVPRD communications; conducting course evaluations; providing Americans with Disabilities Act inclusions; adjusting programs based on evaluations and feedback; and attending meetings as required. Any controversial communication will be shared with the Coordinator.

Contractors are expected to conduct themselves in a professional manner at all times while interacting with the community members and city staff.

### **Do's and Don'ts expectations for contractors:**

#### **DO's:**

- Teach the service as described in the Activities Guide.
- Teach only the classes approved and contracted to teach.
- Provide trained, courteous, prepared and (if required, certified) staff for all programs.
- Accept critical evaluation of Contractor's program delivery and take appropriate action to improve service delivery (based on feedback from participants and CVPRD staff).
- Support and adhere to all applicable CVPRD policies, local, state and national laws.

- Give undivided attention to Contractor's students/participants while in session.
- Put away all equipment, clean up and leave all facilities in good condition after each session. Promptly report un-clean, un-safe or damaged facilities/equipment to appropriate Program Manager.
- Report any concerns about abuse, bullying, or threats to Coordinator (and/or appropriate authorities) immediately.
- Maintain a professional appearance at all times.

**DON'Ts:**

- Use CVPRD classes as a step or mechanism for sending participants to another location, promoting Contractor's own, separate business interests or recruiting for programs Contractor (or anyone else) teach or provide elsewhere.
- Teach or allow Contractor's staff to perform any contracted duties under the influence of drugs or alcohol.
- Use, rent, share, sell or transfer participant personal information for any reason, including but not limited to solicitation of business, services or additional programs.

### *Course Scheduling*

Contractors are responsible for submitting requested class schedules through the contractor application and their coordinator. CVPRD will attempt to accommodate contractor's schedule requests on a space available basis.

The Carbon Valley Parks and Recreation District observes the following class/program holidays. Regular classes/programs generally do NOT meet on these days (though one or more city recreation facilities may still be open for all or part of the day).

New Year's Eve  
New Year's Day  
Memorial Day  
Independence Day  
Thanksgiving Day and the following day  
Christmas Eve  
Christmas Day  
Labor Day

### *Individual Class Cancellations*

If, for any reason, an instructor is unable to lead a session of their program or class, the instructor or contractor must notify the CVPRD facility where the course is scheduled and the coordinator at least one hour prior to the start of the class. It is also the contractor's responsibility to notify all registered participants of such cancellations at least one hour prior to the scheduled meeting time. Once alerted to a session cancellation, CVPRD staff will post a sign at the room or facility.

### *Course Enrollment*

Once registration for a new session has begun, Contractors can inquire about enrollment numbers and status by requesting this information from their coordinator (by email or phone).



### *Taking Attendance*

Contractor agrees to take attendance at each class. Taking attendance helps ensure that all participants are properly registered (and appear on the class roster) and can be safely accounted for in the event of an emergency.

Contractors and their instructors must require participants to register and pay prior to attending each class.

If Contractor collects registrations, then Contractor is responsible for all participants to fill out a Carbon Valley Parks and Recreation District Risk and Release form prior to the 1<sup>st</sup> day/class of participation.

### *Class Dismissal*

It is expected that scheduled CVPRD classes begin and end at the time specified in the course description. Contractors should not leave the classroom or meeting area until the session is over and all materials and equipment have been properly put away, leaving the space ready for use by the next program. For youth programs, Contractor will remain with any children until an approved adult or legal guardian has signed them out/picked them up.

### *Absence and Make-Ups*

Make-ups are offered for classes cancelled due to facility closures, extreme weather or a Contractor's inability to lead a class due to illness or other emergency circumstances. Make-up classes should be offered as facility space and time is available.

### *Facility Usage*

Classes are held in various locations throughout the district. All Contractors using CVPRD facilities will be allowed to set up their rooms/activity area up to 15 minutes prior to the beginning of class/program activities (if the facility is available at that time). Contractor must always leave the room/gymnasium/activity area, including floors, sound system, mirrors, any sports and fitness equipment, etc. in the condition in which it was found. This means cleaning up any materials (art supplies, fitness equipment, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. Most facilities have CVPRD staff assigned to open and close the facility.

If a CVPRD staff member is not present to ensure access to the assigned facility/space, Contractor should contact the coordinator for assistance.

Contractors may not use District-owned business equipment such as computers, copy machines, fax machines, or office supplies without prior written approval of the coordinator. Contractors should plan to bring all appropriate equipment, materials, and handouts to each session. These will be provided at the Contractor's expense.

### *Accident and Incident Reports*

All accidents and incidents, no matter how minor, must be reported to CVPRD (within 24 hours or as soon as safely possible). Contractors must be properly prepared to respond calmly and appropriately when accidents, injuries or incidents occur during a class or program.

If the incident occurs at the Carbon Valley Parks and Recreation District's Recreation Center or Senior/Gymnastics Center, please notify a CVPRD staff member on duty immediately. They will be responsible for preparing the accident and incident report. If the accident or incident occurs at any other facility or park, other than a recreation center, Contractor is responsible for completing and submitting the form to the coordinator. A sample of the accident/incident form is included in Appendix D.

### *Emergencies*

#### **Fire Alarm/Bomb Threat**

- Clear the area in an orderly manner, use course roster to account for all participants.
- Do not re-enter the building until appropriate personnel has given permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years of age are held in a safe area until a parent/guardian arrives.

#### **Medical Emergency**

- Call 9-1-1.
- Certified individuals should administer immediate First Aid.
- AEDs are in all Carbon Valley Parks and Recreation District facilities.
- Complete an Accident/Incident Form and submit to the coordinator.

### *Harassment in the Workplace*

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency. CVPRD has a strong policy against any form or type of harassment to any person. It is important for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal and may result in contract termination, civil or criminal legal action.

### *Child Abuse*

Contractor is legally required to report suspicious bruises or marks that are repetitious and raise suspicion of abuse. Similarly, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is the contractor's obligation to report the situation to CVPRD staff and Coordinator. Failure to report child abuse situations may result in contract termination or other legal action.

#### **Contractor Marketing Responsibilities (for District Contracted Programs)**

### *Website*

Maintain an accurate, up-to-date and informative website. Contractor if applicable, post all information, staff profiles and events to Contractor's website in order for CVPRD to help promote Contractor's CVPRD -contracted services.

### *Information and Content Delivery*

Provide CVPRD with on-time delivery of accurate program descriptions, instructor name/information, locations, fees, times, and requests for program support (when needed and articulated within Contractor's contract).



As a general rule, Contractor is responsible for generating their own written, photographic and audio-visual content for marketing their offerings. Creative services such as photography, graphic design and writing can be provided by CVPRD for a fee and with advanced scheduling.

#### *Promoting classes*

All advertising materials utilized to promote CVPRD classes/programs must be approved by the CVPRD Marketing and Communications Manager. The Contractor may not promote business ventures outside of the scope of contract to students other than classes/programs that the contractor is conducting with CVPRD.

#### *Brand Image*

CVPRD will supply Contractor with the department's logos and brand image guidelines. Contractor shall be responsible for using these guidelines whenever Contractor produces materials, promotions, signs or presentations for or related to Contractor's CVPRD contracted services. The limited logo use license for branding will expire at the termination of all contractual agreements. When in doubt, submit Contractor's materials for review to the CVPRD marketing department.

#### *Advertisement*

Any advertising conducted by the contractor, other than CVPRD marketing resources listed below, must be approved by the Contract Manager. All marketing resources must feature the Carbon Valley Parks and Recreation District logo.

#### *Email – Electronic Communication*

All electronic communication with CVPRD program participants must adhere to the latest Carbon Valley Parks and Recreation District communication standards and guidelines and use approved templates/formats for message delivery to ensure consistent look and quality.

#### *Database*

Provide CVPRD with complete and accurate participant information as specified in agreement.

### **CVPRD Contractor Marketing Benefits**

#### *Activities Guide*

CVPRD promotes Contractor's services, events and classes professionally and effectively. Each quarterly Activities Guide is mailed to more than 15,000 homes in Carbon Valley and distributed in local businesses and local government offices to ensure consistently high reach and response rates.

The guide is simply one of the most effective ways to get Contractor's programs seen by local, active Carbon Valley families.

#### *Web site: [cvprd.com](http://cvprd.com)*

CVPRD has a dedicated web content expert who maintains the quality, accuracy, and navigation of our rich web content. While CVPRD does not maintain web content for Contractors, CVPRD will link to appropriate contractor web pages.



### *Social Media*

CVPRD maintains an active presence on Facebook, Twitter, Nextdoor and Instagram, posting relevant news, program alerts and engaging content daily on these popular social platforms. These posts may (at CVPRD's discretion) include information or promotion of contracted programs and opportunities. CVPRD will share relevant posts tagged on Facebook and Twitter.

### *Recreation Center TV Monitor*

A TV monitor in the lobby of the recreation center displays a continuous stream of informative announcements, ads, and video content for our facility guests. Contractors are welcome to submit ads promoting services offered through CVPRD. Ads will be aired at the Department's discretion and as time and space permit.

### *Media Releases*

CVPRD will distribute media releases pertaining to their selected services during each session, as needed.

### *Special Events*

CVPRD offers many special events throughout the year. Contractors may participate by conducting demonstrations, providing lessons or hands on activities, or by distributing flyers at the event(s). The coordinator will coordinate arrangements to promote contracted services at these events.

### *Registration*

CVPRD can provide registration services including e-commerce/web registration, phone and face-to-face enrollment services for Contractor's contracted programs.

Note: In most cases, Contractor is responsible for written, photographic and ad content development. CVPRD reserves the right to modify, edit or reject content to ensure consistent design, content, shared-space equity and quality standards.

## Appendix A

### 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







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

## Appendix B

### Sample Recreation Contract



Project/Service: **XXX**  
Contractor: **XXX**  
Account: **XXX**  
Project Cost/Terms: **XXX**

#### **INDEPENDENT & SERVICE CONTRACTOR AGREEMENT**

THIS AGREEMENT, is made this **XX** day of **XX**, **XX** between Carbon Valley Parks & Recreation District, a quasi-municipal corporation and political subdivision of the state of Colorado ("District"), and **XXXXXXXXXX** ("Contractor"); collectively referred to as "Parties", or singularly as "Party".

WHEREAS, District is in need of **XXXXXXXXXX** services; and

WHEREAS, Contractor is willing and able to provide such services to the District according to the terms of this Agreement; and

WHEREAS, District deems it in the best interest of the health, safety and general welfare of the public it serves to contract with Contractor for the services according to the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants of this Agreement, the sufficiency of which is acknowledged, Parties agree as follows:

1. Term and Termination: This Agreement shall commence **XXXXXX** and run through **XXXXXX** subject to annual renewal. Annual renewal shall occur by the District appropriating sufficient funds to pay Contractor for sequential fiscal year, except upon notification by either Party by providing thirty (30) days written notice to the other Party of an intent not to renew. At any time during the term of this Agreement, District has the right to unilaterally terminate this Agreement at its sole discretion due to Contractor's non-performance or inadequate performance by providing Contractor with ten (10) days written notice. Further, District has the right to unilaterally terminate this Agreement, at its sole discretion, without cause by providing Contractor with thirty (30) days written notice.

2. Effective Date and Notice of Nonliability: This Agreement shall not be effective or enforceable until it is approved and signed by the District Executive Director or their designee (hereinafter called the "Effective Date"). The District shall not be liable to pay or reimburse the Contractor for any performance hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof to the Effective Date.

3. Scope of Services: Contractor's Scope of Services under this Agreement is set forth in Schedule A and incorporated by this reference.

4. Compensation: The parties will cooperate to set fees that will be charged to the participants. However, the District shall have final authority on price set. The party collecting registration will pay the Contractor on the basis of fees collected from program participants.

a) Payments are based on the amount of revenues collected by the Recreation Program. Such revenues are calculated from the data generated by the party's registration software. This data includes both the number of program participants and the amount of revenue collected year-to-date for the Recreation Program and is set forth in a revenue report generated ("Revenue Reports"). Payments will be based on the bases of contractor receiving     % and District receiving     %

b) It is the responsibility of the Contractor to review all invoices and compare them to Revenue Reports within 30 days of the conclusion of the Recreation Program session. Subject to parties' final approval, payment of final invoice shall be within 30 days of receipt.

c) The parties agree to provide one another with program registration information prior to the first class offering. Upon reasonable, advance request, the parties may inspect and copy any or all records which would bear on any amounts charged to this Contract.

d) In the event of a participant requests a refund, the parties may refund all or a portion of the course fee to the participant and withhold such amount from the payment. If payment has already been made, a separate bill for the amount to be reimbursed will be distributed and paid within two (2) weeks of the date of such bill.

5. IRS Form W-9: If not on file with the District, Contractor will provide to the District a current, completed Internal Revenue Service Form W-9 with Contractor's completed contract. Failure to submit a W-9 may result in delay or cancellation of this Agreement.

6. Independent Contractor: In performing its services, Contractor shall be an independent contractor to District, and not an employee or agent of District.

7. No Third-Party Beneficiary. Parties agree that the terms, conditions and benefits of this Agreement are for and between them only. There is no intended third-party beneficiary to this Agreement.

a) Contractor will not engage subcontractors to perform any part of the Services, other than for the provision of goods, materials or supplies, without the District's express written consent.

8. Insurance: Contractor agrees to provide District with Certificates of Insurance acceptable in form to District, confirming that all required insurance is in full force and effect, and that such coverage shall not be canceled or materially changed without ten days prior notice to District. Contractor further agrees to provide District with proof of Worker's Compensation insurance for all persons employed by Contractor in conjunction with Contractor's performance of its obligations under the terms of this Agreement. Contractor shall not allow any such insurance to lapse during the Term of this Agreement. District shall be a named additional insured on all subject policies of Contractor.

- a) Contractor agrees to procure and maintain in force during the term of this agreement, at its own cost, the following minimum coverages:
- a. Workers' Compensation and Employers' Liability
    - i. State of Colorado: Statutory
  - b. General Liability
    - i. General Aggregate Limit: \$2,000,000
    - ii. Per Occurrence: \$1,000,000
- b) Insurance shall:
- a. Provide primary coverage;
  - b. Include the Carbon Valley Parks and Recreation District and its officials, and employees as additional insureds as their interest may appear (except for Worker's Compensation and Professional Liability). Be procured and maintained in full force and effect for duration of work.
- c) Certificates of Insurance evidencing the coverages described herein, shall be forwarded to the Program Manager. Certificate Holder shall be: Carbon Valley Parks and Recreation District, 701 5<sup>th</sup> Street, Frederick, CO 80530.

9. Indemnification: Contractor shall indemnify and hold District harmless from all claims, losses, injuries, expenses and costs related to Contractor's negligent, reckless, willful or wanton acts while providing District services under this Agreement.

10. Background Investigation: The District has adopted a policy regarding background checks in order to best safeguard its constituents, particularly its young public. While Contractor is an independent contractor, it shares the District's concern for the youth who will participate in activities potentially impacted by this Agreement. As such, Contractor shall employ its own means and methods to adhere to and support the District's policy.

- a) Contractors and vendors hired to perform work on any District property are required to certify that their employees, subcontractors, agents and anyone working for them or on their behalf who will be performing work under a contract with the District and who will be assigned to work in District Facilities have undergone criminal background checks, including sex offender record information. This contract is contingent upon successful completion of Carbon Valley Parks and Recreation District's required background screening process that may include: national records check, local records check, and driving check through DMV.
- b) Background checks for contractors shall be performed and the contractor shall be responsible for performing background checks on its employees and for ensuring the suitability for employment in association with a District contract.
  - i) Contactor shall use one of these three vendors to complete background checks.
    - NCSI/SSC

Phone number: 866-996-7412

Website: <https://www.ssci2000.com/>

- Verified Credentials  
Phone Number: 800-938-6090  
Website:  
<https://www.verifiedcredentials.com/national-criminal-database-search/>
  - Sentry Link  
Phone number: 877-736-8791  
Website: <https://www.sentrylink.com/>
- ii) Contractor will be responsible for submitting background checks, paying for background checks, and providing the District with the background screenings results.
- iii) The results of the background checks will be sent directly from contractor to Human Resources Department.
- Only Executive Director and Human Resources can decide to award the contract to a contractor who has received a fail result during a background screening.

11. No Employment or Subcontract with Illegal Aliens. Contractor certifies that it shall comply with the provisions of C.R.S. § 8-17.5-101, et seq., or as it may be amended from time to time during the term of this Agreement.

a) Contractor shall not knowingly employ or contract with an illegal alien to perform any work related to Contractor's performance under this Agreement.

b) Contractor shall not enter into any contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform any work related to Contractor's performance under this Agreement.

c) Contractor hereby certifies that it will participate in the Electronic Employment Verification Program ("E-Verify Program"), or Employment Verification Program established pursuant to requirements of C.R.S. § 8-17.5-102 (5)(c) ("Verification Program"), which may be collectively referred to as the "Employment Verification Program", in order to confirm the employment eligibility of all of its employees who are hired to work in the United States since the effective date of this Agreement and who will provides services to District under this Agreement ("Newly Hired Employees").

d) Contractor represents, warrants and agrees that Contractor has verified the employment eligibility of its newly Hired Employees through participation in either of the Employment Verification programs.

e) Contractor agrees that all screening of job applicants is to be completed through the Employment Verification Programs prior to the commencement of performance under this Agreement.

f) If Contractor obtains actual knowledge regarding employment of or contracts with an illegal alien, Contractor shall notify the District within three (3) days that Contractor has actual knowledge of employing or contracting with an illegal alien.

g) If Contractor participates in the Verification Program, it shall (i) notify the District of the participation, and (ii) within twenty (20) days after hiring the Newly Hired Employee, provide written, notarized copy of an affirmation to Owner pursuant to requirements of C.R.S. § 8-17.5-102(5)(c)(II) stating that Contractor has examined the legal status of the Newly Hired Employee.

h) Contractor shall comply with any reasonable request by the Colorado Department of Labor made in the course of an investigation that the District is undertaking pursuant to Colorado law.

i) If Contractor violates any provision of this Part 10 required pursuant to C.R.S. § 8-17.5-101, et seq., District may terminate this Agreement immediately and Contractor shall be liable to the District for actual and consequential damages of the District resulting from such termination. The District shall also report such violation by Contractor to the Colorado Secretary of State as required by law if a court makes such a determination.

12. Notice: All notices required under the terms of this Agreement shall be sent, via first class mail to Carbon Valley Parks and Recreation District, 701 5<sup>th</sup> Street Frederick, CO 80530.

13. Miscellaneous: Parties agree that this Agreement shall not be assigned by either Party without the prior written consent of the other Party. This Agreement sets forth all of the agreements of District and Contractor regarding the subject matter of this Agreement. There is no other agreement. This Agreement may only be amended or modified by a written, signed and fully executed document by and between the Parties. This Agreement shall be interpreted according to the laws of the State of Colorado. Nothing within this Agreement shall waive, limit or restrict the District's rights and obligations under the Colorado Governmental Immunity Act. If any portion of this Agreement is declared illegal or void by a Court of competent jurisdiction, the remainder of the Agreement shall survive and not be affected thereby.



Signature Page to Follow:

IN WITNESS WHEREOF, Parties have executed this Agreement the day and year first written above.

INDEPENDENT CONTRACTOR:

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

CARBON VALLEY PARKS & RECREATION DISTRICT:

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: Dean Rummel  
Title: Executive Director  
Address: 701 5<sup>th</sup> Street, Frederick, CO 80530  
Phone: (720) 728-8440  
Email: [drummel@cvprd.com](mailto:drummel@cvprd.com)



**SCHEDULE A**

Attached to and made a part of the Agreement between Carbon Valley Parks and Recreation District and [REDACTED]. Dated [REDACTED]

- 1) Scope of Services
  - a) Produce, coordinate and lead the districts [REDACTED] programming in conjunction with the Coordinators and Supervisor.
  - b) The parties will cooperate to set fees that will be charged to the participants. However, the District shall have final authority on price set. Fees will be set as two separate structures of District and Non-District residency. A minimum of 25% increase applied for Non-District fees.
  - c) Course/Program Description
    - i) [REDACTED]
    - ii) [REDACTED]
  - d) Course/Program fees
    - i) District Fee [REDACTED]
    - ii) Non-District Fee [REDACTED]
- 2) The District agrees to provide the following services for the program:
  - a) Facility and Location: [REDACTED]
  - b) Equipment: [REDACTED]
  - c) Advertise the course in the seasonal District Activities Guide, Website, Promotional Flyers, and additional marketing efforts as they present themselves.
  - d) Provide Contractor Orientation on District policies and procedures (see Contractor Handbook).
- 3) The Contractor ([REDACTED]) agrees to provide the following service agreement items for the program:
  - a) Contractor and/or staff will participate in pre-program training on District policies and procedures and facility use.
  - b) Contractor will hire, supervise and pay all staff of the Program.
  - c) Contractor will brand the District through marketing materials, staff uniforms, banners, etc. consistent with all District regulations for branding.
  - d) Contractor will submit all promotional materials to the coordinator for use in the Activities Guide in a timeframe determined by the coordinator.
  - e) Contractor will provide all necessary equipment and materials to perform Program.
  - f) Contractor will collect District Risk and Release forms from each participant, the first day of each Program and return to District staff by the second day of each Program.

- g) Contractor will keep accurate records and provide complete and timely information for required reports on activities including “check-in and check-out” procedures, incident and accident reports and injury log.
    - i) Contractor will submit incident or accident forms within 24 hours of such incident/accident to the coordinator.
  - h) Contractor will meet with the coordinator at least on a quarterly basis to report on the Program.
  - i) Contractor will provide a scholarship program for participants who are eligible for financial assistance. Contractor is responsible for all costs associated with providing the assistance.
  - j) Contractor will work with coordinator to maximize facility use while exploring creative ways to use available spaces.
  - k) Contractor will submit a management and service evaluation report to the coordinator on or before November 1 of each contract year. The purpose of the report is to assist the District in the evaluation of the Program and the development of future programming.
- 4) Performance Benchmarks
- a) Contractor will work with District to establish performance benchmarks per common goals for the Program. Measures will be calculated through parent and participant interactions, participation surveys, and communication between the District and Contractor. If performance benchmarks are not met, then the District and Contractor will meet to discuss the future of the services offered. Performance measure will include participation and satisfaction rates on the following:
    - i) Overall participation experience within the Program
      - (1) An average of 80% of respondents indicate they are fully or partially satisfied with program offering
    - ii) Overall satisfaction with instructors/coaches within the Program
      - (1) An average of 80% of respondents indicate they are fully or partially satisfied with instructor/coaches ability to teach
    - iii) Overall communication between \_\_\_\_\_ and customer
      - (1) An average of 80% of respondents indicate they are fully or partially satisfied with the communication between contractor and them as a customer.
    - iv) Add additional measures HERE
  - b) Through this agreement Contractor, nor its employees or agents, is not an employee of the Carbon Valley Parks and Recreation District and does not receive any benefits associated with employment with the District.
  - c) In the event that the Contractor has to cancel scheduled program appointments, it is the Contractor's responsibility to notify all participants as well as the \_\_\_\_\_ coordinator or \_\_\_\_\_ Supervisor. If dates are cancelled due to weather or other circumstances outside of the control of the Contractor, the District will work with the Contractor to notify scheduled participants of such cancellation.

5) CVPRD Refund Policy

- a) Full refunds are issued only if the class is cancelled by CVPRD or Contractor. Administrative fees and any applicable cancellation fees will be assessed on any refund initiated by participant. Administrative fees are \$5.00. Refunds requested by the participant after the season has started are prorated.

## Appendix C


### Independent Contractor Sample Timeline Schedule (1 program/service)

Anticipated Time	Step in the process
Starting date of program?	1 <sup>st</sup> day
6 months prior to starting date	Conversation and Application review.
5 months prior to starting date	Information from Scope of Work due to Coordinator
4 months prior to starting date	Contract negotiations started – Signed contract due by end of the month
3 months prior to starting date	Work with Coordinator to reserve appropriate space/rooms
3 months prior to starting date	Program information due for marketing and guide promotional materials
2 months prior to starting date	Community outreach and financial assistance systems in place
2 months prior to starting date	Review all on-line materials and prepare for registrations
1 month prior to starting date	Program registration begins
3 weeks prior to starting date	Contractor and Coordinator meet to discuss registration progress
2 weeks prior to starting date	Contractor and Coordinator meet to identify any programs below minimum registration numbers
1 week prior to starting date	Coordinator releases any unused spaces back into the system inventory
1 week prior to starting date	Contractor and Coordinator meet to do a final walkthrough of facility and staffing needs
Day of Starting Date	Contractor makes contact with facility staff to acknowledge partnership usages and any additional “day of” information
Mid-way point of program	Contractor and Coordinator meet to discuss progress and program objectives – adjust based off of primary evaluations
Last day of program	Contractor distributes final evaluation methods to participants
1 week passed last day of program	Contractor and Coordinator meet to analysis evaluation results and program success measures
2 weeks passed last day of program	Contractor and Coordinator meet to discuss adjustments and future extension of partnership offerings
Revisit process and start planning for future community offerings	



## Appendix D

### Sample Accident/Incident Report

 <b>CARBON VALLEY</b> PARKS & RECREATION DISTRICT	
<b>INCIDENT FORM</b>	
<b>INCIDENT TYPE</b>	<input type="checkbox"/> Guest Injury <input type="checkbox"/> Employee Injury <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Fight <input type="checkbox"/> Other (please explain) _____
<b>DETAILS OF INJURED PERSON</b>	
Name: _____ Phone #: _____ Age: _____	
<b>DETAILS OF INCIDENT</b>	
Date: _____ Time: _____ Location: _____	
Describe what happened and how: _____ _____ _____	
<b>DETAILS OF INJURY</b>	
Nature of injury: _____	
Cause of injury: _____	
Location on body: _____	
<b>DETAILS OF WITNESSES</b>	
Name: _____ Phone #: _____ <input type="checkbox"/> Witness Report	
Name: _____ Phone #: _____ <input type="checkbox"/> Witness Report	
Name: _____ Phone #: _____ <input type="checkbox"/> Witness Report	
<b>COURSE OF ACTION TAKEN</b>	
<input type="checkbox"/> Administered First Aid <input type="checkbox"/> Gave ice pack <input type="checkbox"/> Called Paramedics <input type="checkbox"/> Emergency Care <input type="checkbox"/> Called EMS <input type="checkbox"/> Ejection – Name: _____ Duration: _____ <input type="checkbox"/> Called Police – Officer's Name: _____ Case Number: _____ <input type="checkbox"/> Called Guardian/Family – Spoke with: _____ Relationship: _____ <input type="checkbox"/> Called Staff – Spoke with: _____ Title: _____	
<b>PLEASE SIGN WHEN COMPLETED – STAFF USE ONLY</b>	
Staff Member filling out report: _____ Date: _____	
Coordinator/Specialist: _____ Date: _____	
Supervisor: _____ Date: _____	





# CARBON VALLEY

PARKS & RECREATION DISTRICT

## Appendix E

### Sample of Certificate of Liability Insurance

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)														
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>																		
PRODUCER		CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____																
INSURED		<table border="1" style="width: 100%;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: _____</td> <td>_____</td> </tr> <tr> <td>INSURER B: _____</td> <td>_____</td> </tr> <tr> <td>INSURER C: _____</td> <td>_____</td> </tr> <tr> <td>INSURER D: _____</td> <td>_____</td> </tr> <tr> <td>INSURER E: _____</td> <td>_____</td> </tr> <tr> <td>INSURER F: _____</td> <td>_____</td> </tr> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: _____	_____	INSURER B: _____	_____	INSURER C: _____	_____	INSURER D: _____	_____	INSURER E: _____	_____	INSURER F: _____	_____
INSURER(S) AFFORDING COVERAGE	NAIC #																	
INSURER A: _____	_____																	
INSURER B: _____	_____																	
INSURER C: _____	_____																	
INSURER D: _____	_____																	
INSURER E: _____	_____																	
INSURER F: _____	_____																	
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>														
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																		
INSURER	TYPE OF INSURANCE	ADD'L SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
	<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$												
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$												
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$												
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																		
<p>Include the Carbon Valley Parks and Recreation District and its officials, and employees as additional insured as their interest may appear.</p>																		
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>														
Carbon Valley Parks and Recreation District 701 5 <sup>th</sup> Street Frederick, CO. 80530				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE														

ACORD 25 (2010/05)

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## Appendix F

### Sample of W9

<p>Form <b>W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>		
<p>2 Business name/disregarded entity name, if different from above</p>		
<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>	
<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>	
<p>6 City, state, and ZIP code</p>		
<p>7 List account number(s) here (optional)</p>		
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>		
		<p><b>Social security number</b></p> <p>____ - ____ - _____</p> <p>OR</p> <p><b>Employer identification number</b></p> <p>____ - _____</p>
<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>		
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Form 1099-INT (interest earned or paid)</li> <li>Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>Form 1099-S (proceeds from real estate transactions)</li> <li>Form 1099-K (merchant card and third party network transactions)</li> <li>Form 1096 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>Form 1099-C (canceled debt)</li> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>		
<p>Cat. No. 10231X</p>		<p>Form <b>W-9</b> (Rev. 11-2017)</p>