



CANTON
PARKS & RECREATION
Inspiring People. Celebrating Community.

REQUEST FOR PROPOSALS
RECREATION PROGRAMS

Introduction and Proposal Guidelines

The Town of Canton, Department of Parks and Recreation may accept proposals from vendors interested in operating a recreation program using Town of Canton facilities or other program specific facilities not available from the Town of Canton.

The purpose of this packet is to outline the process for submitting proposals to the Department of Parks and Recreation for recreation programs. Submission of a proposal does not guarantee approval and submissions must align with the mission of the Department of Parks and Recreation.

Department of Parks and Recreation Mission

Our mission is to enrich the lives of all citizens through diverse and innovative recreational programs and services. With a focus on the arts, sports and games, the outdoors, education, and celebrations, we provide both active and passive social opportunities that build community and inspire personal growth. Our parks provide support for active and passive recreation that contributes to enhancing the quality of life. The department encourages citizens to become active, responsible, and engaged members of the community.

Deadlines for Submission

<u>Season</u>	<u>Program Time Frame</u>	<u>Proposal Due Date</u>
Spring	March 1-May 31	January 1
Summer	June 25-August 24	January 1
Fall	September 1-November 30	June 1
Winter	December 1-February 28	September 1

Proof of Insurance and the *Recreation Program Proposal Form*, in MS Word or PDF format, must be attached to an email and sent to the Deputy Director of Parks and Recreation. The Department requires that all proposals and proof of insurance be received on or before 5PM on the proposal due date.

The Process

- Step 1 The vendor submits proof of insurance and the *Recreation Program Proposal Form* by the proposal due date.
- Step 2 The Department reviews the proposal to determine if the program meets the criteria (see page 4).
- Step 3 The Department determines approval or denial of the proposal.
- Step 4 The Department enters into a written agreement with the vendor.
- Step 5 The Department begins the marketing and registration process.

Required for Proposal Submission

- Completed *Recreation Program Proposal Form*
- Proof of Insurance and Certificates: Workers Compensation, General Liability, Automobile, and Umbrella insurance for the minimum amount required as outlined on the Town of Canton Insurance & Indemnification form and must include Town of Canton as an additional insured.
- Copies of all required licenses, certifications, or credentials specific to the program. *Examples: CPR, First Aid, AED, etc.*

Required after Approval of Program Proposal

Documentation of CORI background checks is required for all program facilitators. In addition, camps are required to provide documentation of SORI background checks for all camp personnel.

All background checks are done at the expense of the Vendor and must be completed within 12 months of the end date of a program.

Documentation of completed background checks on facilitators or instructors must be submitted to the Deputy Director no later than 30 days to the start of a program.

Criteria used to Evaluate Proposals

1. Alignment with the Department mission
2. Meets the needs and interests of the community
3. Diversity and innovation of programming
4. Suitability and availability of facilities
5. Cost to Participants
6. Experience with other Recreation Departments

Information and Standard Operating Procedures for Vendors

Holidays

The Department observes the following holidays.

- New Year's Day
- Martin Luther King's Day
- President's Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- ½ Day Preceding Christmas
- Christmas Day

Facilities

It is the responsibility of the vendor to determine that adequate space and utilities are available to support the specific program needs. Any modifications or improvements to a facility require advance written approval from the Canton Playground and Recreation Commission and the Department. All expenses related to such modifications or improvements shall be at the sole expense of the vendor.

The Department will work to meet each vendor's needs when possible. The Department also reserves the right to make changes and adjustments to facility assignments before and/or during any program.

Facilitators are responsible for their own activity set-ups and break downs. Facilitators are responsible to leave their respective activity room as they found it upon arrival. Appropriate buffers before and after a program will be determined by the Department.

Marketing

The Department provides marketing and communications for all programs. Standard marketing may include the annual summer magazine, website (cantonrec.com), social media, email distribution lists, and other shared town-wide resources. Additional marketing must be approved by the Department in advance.

Registration

All registrations are required to take place through the Department in person, via phone, or online at cantonrec.com. Vendors and their respective facilitators are prohibited from collecting payments and/or registration forms.

Rosters

Upon completion of a written agreement, the vendor is required to set up an online account at cantonrec.com for access to respective program rosters. All facilitators must maintain an up-to-date cantonrec.com roster and attendance sheet(s) for each program date.

Facilitators are required to take daily attendance using the *Attendance Sheet* from cantonrec.com to ensure all participants are fully enrolled. *Attendance Sheets* must be submitted to the Secretary of the Department within three business days following the final date of the program.

Individuals that are not listed on the cantonrec.com roster are prohibited from participation. The Vendor should direct these individuals to contact the Department in order to resolve the issue. After the start of a program, additions of individuals to the roster must be confirmed verbally by the Deputy Director of the Department and/or by visual confirmation of an up-to-date cantonrec.com roster.

Any and all roster information provided through the use of cantonrec.com is confidential and is prohibited from use unrelated to the specific program outlined in the agreement between the Vendor and the Department.

Facilitators

Although employed by the Vendor, facilitators represent the Department and the Town of Canton. To some participants, the facilitator is the only representative they will come in contact with. Facilitators must conduct themselves in a professional manner taking into account his/her personal appearance, maintaining appropriate communications, and supporting Department and Town policies.

Payments

On the *Recreation Program Proposal Form*, Vendors are responsible for proposing a percentage split (between the Vendor and the Department) of the revenue from official program registrations. For programs beginning on or after March 1, 2016, the percentage owed to the Department must meet a minimum of 15% of the gross revenue as determined by the Playground and Recreation Commission.

A completed W-9 Form is required from all Vendors prior to the start of a program. Upon completion of the program, Vendors must submit an invoice for payment. Advanced payments are not possible. Invoices must include Vendor Name, Address, Phone, along with breakdown of finances based on official program registration. The Department will not pay out on participants who received an agreed upon refund. Invoices should be submitted to the Secretary of the Department in order to receive a timely payment. Vendor payments will be processed and mailed out within 15 business days of receipt of the invoice.

Program Fees

On the *Recreation Program Proposal Form*, Vendors are responsible for proposing the program fee to be advertised. The Deputy Director will provide assistance on current market conditions as needed. The Vendor should consider the percentage split with the Department when determining the program fee.

Equipment and Supplies

Any and all equipment and supplies needed for a program are at the sole expense of the Vendor. The Department does not guarantee storage space for programs.

Program Cancellations and Postponements

Vendor

In the event that a facilitator is unable to run a program due to an emergency, it is the responsibility of the vendor to find a substitute that has been approved by the Department. If an approved substitute cannot be found, the vendor must contact the Department immediately in order to cancel or postpone the session. Refunds owed to participants will be determined according to the terms outlined in the written agreement between the Vendor and the Department.

Department

If a program does not meet the minimum number of registered participants by the registration close date, the Deputy Director of Parks and Recreation will contact the Vendor to discuss whether or not to extend the registration close date and/or to proceed with the program.

Inclement Weather

In the event that the Canton Public Schools and/or the Town of Canton offices have an early dismissal/release or are closed due to inclement weather, all Canton Parks and Recreation programs will be canceled.

All participant questions regarding a refund should be directed to the Department.

Assessment and Evaluations

The Department will conduct program evaluations through surveys to gather feedback from our participants. Upon request from the Vendor, the Department will share Vendor related results.