



Request For Proposal (RFP)

Proposal #DA2022-1

Dance Programming/Classes

Proposals Due: Friday, April 1, 2022

Carbon Valley Parks and Recreation District

701 Fifth Street

Frederick, CO 80530

February 4, 2022

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## Introduction

Carbon Valley Parks and Recreation District (“CVPRD” or “District”) is requesting proposals for Dance instruction. Each bid will be examined promptly after opening, and the results will be announced to all participants.

## General Requirements and Information

For a vendor to be considered, the District must receive one (1) original and five (2) copies of the proposal or submit one (1) electronic copy (PDF is preferred) to [jwoita@cvprd.com](mailto:jwoita@cvprd.com) by 5:00pm (Mountain Time) on Friday, April 1, 2022, at the following address:

Submittal Address:  
Carbon Valley Parks & Recreation District  
701 Fifth Street  
Frederick, CO 80530

Scope of Work and Process Questions:  
Josh Woita  
Programs Coordinator  
Email: [jwoita@cvprd.com](mailto:jwoita@cvprd.com)

All proposals must be submitted in a sealed package and clearly marked: “Dance Instruction.” Vendor’s name and address should be clearly marked on the outside of the envelope.

Proposals will not be accepted after the date and time stated above.

There is no express or implied obligation for the District to reimburse responding vendor for any expenses incurred in preparing proposals in response to this request.

## Evaluation of Proposal

Proposals will be examined for compliance with all requirements specified in this RFP and those that do not comply will be subject to disqualification without further consideration. In evaluating the proposals and selecting the successful vendor/business, the District will consider the vendor’s/business’s qualifications and experience, as well as cost. While pricing is important, it should be noted that the lowest cost proposal is not a guarantee of selection for services. Evaluation of the proposals will consider specialized experience and technical competence, references, size, structure and location and ability to meet the District’s requirements.

## Final Selection

Friday, May 13, 2022

## District Background

CVPRD is a Colorado special district, established in 1983 covering roughly 45 square miles, including the communities of Frederick, Firestone, Dacono, and rural areas that surround the Tri-Towns in Colorado. Through the management of three facilities, the District offers new as well as traditional programming. The main recreation facility, located in Frederick, is a 50,000 square foot center that hosts a 25-yard, six lane lap pool, an activity pool with amenities such as logs, lazy river, 18-foot slide, and a kid's splash pool. The aquatics section also offers a steam room and a hot tub for guests. Outside of the pool area the facility houses a dance studio, two gymnasiums, cardio room, fitness studios, a state-of-the-art weight room, a childcare facility, and public meetings spaces. The second facility is across the street and houses the District's Gymnastics Center and Senior Center. The third facility is in south Firestone, a five-minute drive north, and contains an additional dance studio and some administrative space that includes offices and a conference room. The Carbon Valley Parks and Recreation District strives to increase and enhance recreational opportunities by providing a variety of quality programs and activities for the residents of Frederick, Firestone, Dacono, and surrounding communities.

## Scope of Work

### A. Purpose

The District is requesting proposals from qualified dance instructors for dance programming/classes encompassing individuals ranging from pre-school ages through adult.

### B. Term of Engagement

It is the intent of the District to contract for the services presented herein for a term of an annual service contract. The final selection and award will be made by the Carbon Valley Parks and Recreation District's Executive Director and Programs Coordinator.

### C. Completing Service Contractor Application - Appendix "A"

- i. For more information on the benefits of becoming a Service Contact please visit <https://cvprd.com/2424/Independent-Contractors>

# 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 ensure 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 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 intends 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)
  
- A list of owned/leased equipment that may be used during the project.
  
- Information for at least three (3) previous recreational programs Contractor’s company has completed in the last three (3) years, including:
  - Program name
  - Location
  - Program description and duration
  - Number of staff and class participation, include ratio standards
  - Services performed
  - Methods of promotion or marketing
  - Contract or fee information
  - Photos of instructor, class, and venue (optional)
  - Program feedback, references, and statistics

All service pricing by class and discipline including the percent of total revenue to be retained by the Carbon Valley Parks and Recreation District. Submit each program and percent share on the form provided in this document along with the proposal.

This information represents the Partner’s “ideal” and is intended as a starting place for discussions between the District and the Partner.

*Session(s) of Program Offering (Broad Outlook):*

Day(s) of the Week	Times	Dates	Age & Skill	Omit Date(s) (No Class Dates)	# Of Classes	Program Fee	District % of Rev	Partner % of Rev

**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.

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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

Surveys, etc.:

#### D. District Responsibilities

- a. Clean Mind/Body Room and The Studio
- b. Access to restrooms
- c. Access to WIFI internet
- d. Access to staff support
- e. Access to registration software system to take registration if needed

#### E. Time Requirements

##### i. **RFP Timeline**

CVPRD anticipates the following timeline:

Distribution of RFP	Friday, February 4, 2022
RFP Questions due CVPRD	Monday, February 28, 2022
Response to questions shared	Friday, March 4, 2022
RFP Proposals due	Friday, April 1, 2021
Interviews with selected Proposers	April 18 – May 6, 2022
Contract awarded by District	Friday, May 13, 2022

### General Terms and Conditions

The District reserves the right to reject any or all Submittals or portions thereof. The District makes no guarantee of any minimum or maximum number of products/services to be procured; and reserves the right to award any agreement based upon the source selection criteria identified in this process, rather than the lowest bid. The District reserves the right to make no award under this solicitation, and the right to cancel this request or any portion thereof.

### Additional Provisions

- i. Either party may terminate the audit contract at any time by giving not less than thirty (30) days prior written notice of such termination. If services are terminated the District will pay auditors for all work completed. Nothing herein shall be deemed a limitation upon the District's right to terminate for cause or otherwise to pursue such legal or equitable rights or remedies which may accrue to the District hereunder.
- ii. The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the District reserves the right to modify the proposal process and dates as it deems necessary.