



TOWNSHIP OF NORTH DUNDAS

Request For Proposal

Recreational/Instructional Program

Purpose

The Township of North Dundas is seeking to contract with individuals and businesses (both for-profit and not-for-profit) to provide varied recreational/instructional program services for the Recreation & Culture Department.

General Information

RFP's must be received by the Recreation & Culture Department either by mail, email or hand delivery. Any questions regarding the RFP specifications and process should be directed to the Director of Recreation & Culture. A request for a preliminary discussion session on a proposed recreation program can be made through the Recreation & Culture Department. A meeting of this type will be to discuss the RFP process and assess potential issues with the proposal.

Specifications

Proposals may offer to provide specific or varied recreational/instructional programs provided that they are consistent with the general nature of programs already offered by the Township.

- Proposals are encouraged, but not limited to the leisure activity areas of youth and adult activities, wellness and exercise, art instruction, education, personal development, cultural and performing arts and other related areas that are acceptable as public recreation offerings.
- Proposals must demonstrate a value as a public recreation offering.
- Proposals must not rely on the Township to provide financial support. The Township will provide administrative support, including facility scheduling, advertising, conducting registrations etc.
- The Township will create a registration fee for the program based on the associated costs to operate the program as stated in the proposal.

- The Township makes no warranty guarantee or representation as to the success of any recreation program operated as a result of any contract award made pursuant to this RFP.
- The Township will not approve any proposal or a part of any proposal if it is contrary to laws, statutes, ordinances, policies or procedures of the Township, or is not in the best interest of the Township as determined in the sole discretion of the Township.

Submission Elements

All proposals submitted shall clearly describe the scope of recreational/instructional programs. Include details of your approach and plan. A statement shall be included which explains why your approach and plan would be effective and beneficial to the Township as a public recreation offering. The following areas shall be presented in detail:

- Qualifications: Applicant shall present evidence that they are fully qualified and have substantial experience in the field of their proposal and in the instruction and/or conducting of the program.
- Operation: Applicant shall provide an outline of intended staffing, days and hours for programs, proposed age groups and the variety of programs to be provided. Narrative must include a complete program description and an instruction fee, if any, that will be charged to the Township.
- References: Letters of recommendations and/or references shall be included in the proposal. Provide a list and description of similar programs satisfactory performed and completed within the past three (3) years. For each program listed, include the name and telephone numbers of a representative for whom the program was undertaken who can verify satisfactory performance.
- Other Information: Any additional information to assist the Township in its evaluation of the proposal.

Selection Criteria

- Documented past successes
- Availability of appropriate facilities
- Suitability of recreational/instructional programs a public recreation offering
- Experience with marketing similar programs
- Key qualifications for teaching recreational/instructional programs
- Unique perspectives brought to the program
- Organizational skills and proven ability to meet deadlines
- High standards of service that will be followed to ensure quality experiences for all participants
- Letters of recommendations and/or references

Acceptance of Proposals

Proposals will be evaluated by the Recreation & Culture Department for the value and benefit the proposed recreational/instructional program will bring to the overall public recreation offering. The Township reserves the right to reject any or all RFP's or portions thereof, and to waive any informalities or irregularities in any RFP's received, to re-advertise for RFP's, to award in whole or in part to one or more applicants or take any other such actions that may be deemed to be in the best interests of the Township. Each applicant will be notified if their proposal(s) will be accepted and subsequent negotiations will occur. If successful negotiations occur, the recreational/instructional program will be added to the Township's public recreation offering. Acceptance of proposals does not guarantee that the Township will automatically continue offering the recreational/instructional program. At any time, the Township may discontinue the recreational/instructional program.

Indemnification

- **General Indemnification:** To the fullest extent permitted by laws and regulations, successful applicant shall indemnify, defend, save and hold harmless the Township, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or alleged to have arisen out of or in consequence of the services furnished by or operations of the successful applicant or his subcontractors, agents, officers, employees or independent contractors pursuant to the Contract, specifically including but not limited to those caused by or arising out of any act, omission, negligence or default of the successful applicant and/or his subcontractors, agents, servants or employees in the provision of the services under the Contract.
- **Patent and Copyright Indemnification:** Successful applicant agrees to indemnify, defend, save and hold harmless the Township, its officers, agents and employees from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.



Proposal Submittals

Proposal should be submitted to the Recreation & Culture Department along with this signed page of the RFP.

Mail proposals to: Township of North Dundas
Recreation & Culture Department
P.O. Box 489, 636 St. Lawrence St.
Winchester, ON K0C 2K0

_____ Attention: Director of Recreation & Culture

Or email to: mguy@northdundas.com

For more information, call 774-2105 ext. 223

Applicant Name(s): _____

Company Name (if one): _____

Mailing Address: _____

Email Address: _____

Contact Phone #(s): _____

Signature: _____ Date: _____