

SUMMER CAMP INSTRUCTION: REQUEST FOR PROPOSAL

PURPOSE AND INTENT

The purpose of this Request for Proposal (RFP) is to seek organizations interested in providing summer camp instruction for St. Louis City youth ages 7 - 15. Examples of programs include but are not limited to; baseball, softball, basketball, football, volleyball, tennis, soccer, track. We are also looking for educational and skills type programming like arts, writing, and music.

The intent of this RFP is to award a contract(s) to the respondent(s) who presents a detailed proposal conforming to this RFP which is most advantageous to the Department regarding cost and other factors considered. The Department reserves the right to award the contract resulting from this RFP to one or more of the respondents, as required and appropriate to meet the needs of the program. The City is seeking a three (3) month contract for the summer of 2015 with the opportunity of four (4) contract renewals in the following summers.

BACKGROUND and SCOPE OF WORK

The City of St. Louis Department of Parks, Recreation and Forestry (hereinafter referred to as "Department") will support and manage a number of summer skills camps for St. Louis City youth. Goals of the program include providing youth with sports and arts based skills and knowledge as well as learning social aptitudes such as teamwork, leadership and sportsmanship. Camps will be held mutually agreed upon weeks throughout June, July and August of 2015. Camps can be tailored to meet the needs of instructors, meeting each day for a week or a couple days a week for several weeks over the summer. Camp instructors will be selected based on experience, knowledge of activity, and program curriculum. All camps will be coordinated by the Department to ensure the best dates, times and locations for programs. The Department reserves the right to determine the session schedules and locations for the program. The Department will design, produce and distribute promotional brochures, maintain registration, and provide an on-site staff member each day of instruction to verify attendance.

1. TERM

The successful respondent(s) will be required to be prepared to commence operations as scheduled after June 1, 2015 and will continue operations as scheduled through August 31, 2015, with the option of four (4) one (1) year renewals, unless earlier terminated pursuant to the contract. **The contract will provide that the Department shall have the option to terminate the contract upon thirty (30) days notice without cause and immediately for cause.**

2. QUESTIONS

Any questions regarding this RFP must be submitted in writing via U.S. mail to the attention of the following individual:

Ms. Alicia Stellhorn, Program Manager
5600 Clayton Ave. in Forest Park
St. Louis, Missouri 63110

Questions must be submitted no later than Wednesday, January 7, 2015. A written response will be issued by 5:00 PM on Friday, January 9, 2015. The Department will maintain a list of all individuals/entities requesting copies of the RFP and will ensure that copies of all questions and responses thereto shall be made available, upon request, to each entity on said list. **Contact with committee members other than Alicia Stellhorn is strictly prohibited.**

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question shall begin by referencing the RFP page number and section number to which it relates. Short *procedural* questions may be accepted by telephone by the Department, however, oral explanation or instructions given over the telephone shall not be binding on the Department or City. Respondents shall not contact the City directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

After the submission of proposals, unless requested by the Department, contact with the Department is limited to status inquiries only and such inquiries shall be directed to the above named individual. Any further contact or information about the proposal to the Department, City or any other City official connected with the RFP will be considered an impermissible supplementation of the respondent's proposal.

3. PROPOSAL

Camp schedules may be submitted as; a one week/five day camp, minimum of ten (10) hours of instruction, a two week/five day camp, minimum of twenty (20) hours of instruction, or a six to seven week/two to three days per week, minimum of twenty-one (21) hours of instruction. The Department reserves the right to amend the proposed schedule to fit the overall goals of summer camp and re-schedule mutually agreed upon dates between the provider and the Department. Proposals **must include a fixed bid of completion** for the total proposed number of camps. Payment schedule should be based on the average number of youth that attend per camp and should also include a minimum cost to operate camp apart from attendance. Organizations will be required to submit monthly invoices, with monthly progress reports. The Department will also conduct site visits to monitor service delivery and progress of the services set forth in the contract.

Proposal shall include:

- i. Description of proposed camp including
 - Proposed schedule(s) including preferred weeks of operation
 - Detailed camp curriculum including specific drills and instructional methods
 - Maximum number of attendees to ensure proper instructor to participant ratios
 - Space/field or facilities required to operate camp
 - Equipment that the provider will supply
- ii. List of potential life skills providers or curriculum where applicable
- iii. Program budget and proposal (bid) amount. Detailed budget outlining all costs associated with production of camp (fixed and variable costs). Payment schedule – Payments will be based on average number of youth that attend camp per session. Providers may, through detailed

- budget, prove a minimum cost to operate camp independent of attendance.
- iv. List of programs currently or recently (within one year) provided by the organization that provide examples of community involvement, the demographic characteristics of participants being served and number of participants being served
- v. Positions and qualifications of staff that will be employed at camp. Detailed contact information may be required once RFP has been awarded.
- vi. Documentation of the organization's not for profit status where applicable
- vii. Copy of business license

All materials submitted in accordance with this RFP will become and will remain the property of the Department and will not be returned.

All Proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the Department, at the sole discretion of the Department, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal materials may be treated as open records. The City cannot guarantee the confidentiality of any materials during the evaluation process or at any other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

4. SUBMISSION OF PROPOSAL

In order to be considered by the Selection Committee, a respondent's proposal must be received by the Department at the appropriate location by the required time. Proposals received after this deadline will not be considered. The DATE, TIME and LOCATION ARE:

DATE: Tuesday, January 20, 2015
TIME: 4:00 P.M. (CST)
CONTACT: Alicia Stellhorn
LOCATION: 5600 Clayton Ave. in Forest Park
St. Louis, MO 63110

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the RFP PLAYTIME SUMMER CAMP.

Proposals made in any other manner are not valid and will not be considered. Sealed proposals may be mailed or delivered personally but must be received by the point of contact listed in this Section of this RFP by the deadline listed in this Section. Proposals received late will be returned unopened. Respondents shall assume full responsibility for timely delivery of sealed proposals at the designated location. Proposals submitted via e-mail or facsimile will not be accepted.

Each respondent must submit one (1) sealed, complete, original proposal. Each respondent must also submit seven (7) sealed, complete and exact copies of the original proposal. It is suggested that the respondent make and retain a copy of its proposal.

The City will evaluate the proposals and determine if interviews are necessary or desirable. The City may reject any and all proposals.

5. REPRESENTATIONS:

In submitting a proposal, each respondent represents that:

- 1) he or she has read and understands the RFP and that the proposal is submitted in accordance therewith;
- 2) the costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
- 3) he or she has not employed or retained, paid or agreed to pay any fee, commission or percentage to any person or firm (other than a full time employee working solely for the bidder) to solicit or secure this contract.

6. SELECTION CRITERIA:

The evaluation of proposals will be performed by a Selection Committee composed of representatives of the Mayor's Office, Comptroller's Office, the Aldermanic President's Office and the Department of Parks, Recreation and Forestry. The guidelines for the selection process are in accordance with Ordinance No. 64102 and the Regulation established by the Board of Public Service.

Providers will be selected from among those organizations submitting a proposal pursuant to this RFP based on an objective evaluation of the proposal which is deemed most advantageous to the Department on the basis of the following criteria:

- i. Specialized experience, qualifications and technical competence of the organization, its principals and staff.
- ii. The ability of the organization to provide a variety of skills programming and services that address the specific needs of the Summer Camp program and its participants.
- iii. Past record and performance of the organization with respect to quality of work and measured outcomes.
- iv. Proximity of the organization to the City
- v. Fees for the requested services

7. RESERVATION

The Selection Committee reserves the right to interview, or call for a presentation from, any respondent submitting a proposal, as well as form additional evaluation criteria for the presentations. The Selection Committee also reserves the right to discuss the proposals with any or all respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all proposals with or without cause, 2) request additional information from respondents as the City may deem necessary, 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of proposals, 4) disqualify any and/or all firms or respondents and

reject any and/or all proposals for failure to comply with this RFP or to promptly provide additional requested materials or information, and 5) cancel this RFP.

8. ADDITIONAL PROPOSAL INFORMATION

Amended Proposals

A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The City will not merge, collate or assemble proposal materials.

Right to Withdraw Proposal

A respondent will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal request signed by the respondent's duly authorized representative(s) addressed to the City.

Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. There are no designated dates for release of addenda. Therefore, interested respondents should check the City website on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this RFP.

Respondent Responsibility

The respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

Cost Liability

Any cost incurred by the respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.

Audits

The City of St. Louis and the City's auditor and accountants shall be afforded access during the term of any contract adopted pursuant to this RFP, and for five (5) years following termination, to all of the company's books and records without limitation whatsoever for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the company's full compliance with contract documents. In those situations where the company's records have been generated from computerized data or records, in addition to hard copy (reports), contactor shall provide such information on disc or in a suitable alternative electronic format.

Termination

This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when the City determines it is in its best interest.

Indemnification

Each respondent in seeking, receiving or possessing this RFP and/or in submitting a response does release, indemnify and hold the City and its various employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City as a result of issuing this RFP, making any revisions thereto and conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

Governing Law

This RFP and any agreement with respondents that may result, shall be governed by the laws of the State of Missouri.

Unauthorized Alien Employees

As a condition for the award of this contract, Contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit (attached hereto as Exhibit A) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

Nondiscrimination

In connection with the contract resulting from this RFP, the organization agrees that in performing any services resulting from this RFP, neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin

Living Wage & Minority Participation

Respondents will be expected to comply with the City's Living Wage Ordinance No. 65597, and are encouraged to review this ordinance prior to making their submission. The City is actively seeking participation by MBE and WBE organizations and encourages those organizations to submit proposals

Subject to Appropriation

Any contract or agreement that results from this RFP is subject to annual appropriation by the City. Any contract or agreement that results from this RFP is voidable at any time by the City if appropriation by the City for the services under the contract or agreement is not made.

No Obligation

This RFP in no manner obligates the City to the eventual purchase of services offered until confirmed by an executed written agreement approved by the City. Progress toward this end is solely at the discretion of the City and may be terminated at any time prior to the signing of an agreement.

