

TOWN OF ARLINGTON
REQUEST FOR PROPOSALS
Youth & Adult Tennis Lesson Programs
RFP# 23-68

The Town of Arlington's Recreation Department, acting through the Town Manager, is seeking proposals from individuals or firms to develop and facilitate youth and adult tennis lessons.

Sealed proposals will be received on or before **2:00 P. M., Thursday, December 21, 2023**, at the Town Manager's Office/Purchasing Department, Town Hall Annex – 2nd Floor, 730 Massachusetts Avenue, Arlington, MA 02476.

Two (2) copies of the technical (non-price) proposal shall be submitted in a sealed envelope bearing the name, address, and telephone number of the proposer and the words "**RFP #23-68 Youth & Adult Tennis Lesson Programs - Technical Proposal.**" One (1) copy of the price proposal shall be submitted in a separate sealed envelope bearing the name, address, and telephone number of the proposer and the words "**RFP #23-68 Youth & Adult Tennis Lesson Programs – Price Proposal**".

Proposals delivered after the appointed time and date will not be considered.

The Request for Proposals is available for download from the Town's website www.arlingtonma.gov/purchasing. For further information contact Mary Ellen De Natale, Purchasing Agent, at mdenatale@town.arlington.ma.us or 781-316-3003.

The Town will award the contract to the responsible and responsive offeror submitting the most advantageous proposal, taking into consideration the proposals' relative merits and prices.

The Town Manager reserves the right to cancel any request for proposals, or to reject in whole or in part any and all proposals, when it is deemed in the best interest of the Town of Arlington so to do.

TOWN OF ARLINGTON

James Feeney, Town Manager

December 7, 2023

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RFP# 23-68

I. Rationale for RFP

The purpose of the Request for Proposals (RFP) is to enable the Town of Arlington to consider the merits of different Tennis Lesson providers.

The Department wishes to formalize its program structure and course content to expand and improve the consistency and quality of programs and enhance the overall recreational experience.

II. Procedures for Submittals

In accordance with Chapter 30B of the Massachusetts General Laws, each offeror shall submit separate price and non-price proposals. The Town of Arlington will evaluate each non-price proposal and, thereafter, evaluate corresponding price proposals. Two (2) copies of the technical (non-price) proposal shall be submitted in a sealed envelope bearing the name, address, and telephone number of the proposer and the words "**RFP #23-68 Youth & Adult Tennis Lesson Programs - Technical Proposal.**" One (1) copy of the price proposal shall be submitted in a separate sealed envelope bearing the name, address, and telephone number of the proposer and the words "**RFP #23-68 Youth & Adult Tennis Lesson Programs – Price Proposal**".

A Certificate of Non-Collusion, on the form provided herein, must be submitted with the proposal.

III. Scope of Services

The Arlington Recreation Department seeks a firm or individual to operate Tennis Lesson programs for children ages 3 -18 and adults. These programs may include the following, but are restricted to Tennis Lessons conducted in three seasons, Fall, Spring and Summer. Please see sample schedule below:

FALL

- Multi-week one-day-a-week program for youth and adults. (Single session)

SPRING

- Multi-week one-day-a-week program for youth and adults. (This may be multiple sessions.)

SUMMER

- Six to eight weeks of programs where participants choose entire week of classes for youth.
- Multi-week one-day-a-week program for all adults. (This may be multiple sessions.)

The final schedule of lessons offered shall be set by the Arlington Recreation Department with input from the vendor.

The Recreation Department reserves the right to set course fees but will discuss the fees with the vendor. No program fee should be higher than \$18 per hour to the participant.

The Recreation Department shall provide an adequate outdoor facility for these programs, but a minimum of two courts at each tennis location will be left open to the public at all times.

The Recreation Department will advertise all programs, register all participants, and collect all fees. The Recreation Department reserves the right to cancel classes due to lack of enrollment or interest. In some cases, the Recreation Department may participate in Programs offered by the vendor.

No price proposal greater than 60% for the vendor will be considered.

The vendor will be permitted to teach private lessons on Town of Arlington courts, but registration for private lessons must be made through the Recreation Department and must pay the same percentage bid to the Recreation Department.

The vendor must also run one tennis tournament/community outreach program to benefit the Town of Arlington.

IV. Minimum Requirements

At a minimum, the offeror must meet the following requirements. **Proposals that do not demonstrate that the offeror meets these minimum requirements will be rejected as non-responsive.**

- A. Offeror must provide, at minimum, a proposal for adequately staffing all lessons on the sample schedule provided in Section III above.
- B. Offeror must commit to a ratio of students to staff that shall not exceed 10:1 for youth classes or 12:1 for adult classes.
- C. A minimum of two Supervisory Staff must be Certified Professional with the USPTA or equivalent, must have a minimum of five years of teaching experience and a minimum of two years of supervisory experience, AND must be CPR and First Aid certified.
- D. All teaching staff must have a minimum of two years of teaching experience and be at least 16 years of age.
- E. Offeror must indicate that all of his employees shall submit to a CORI check conducted by the Arlington Recreation Department.
- F. Offeror shall submit the Price Proposal in terms of percentage price per participant. No offeror percentage may be higher than 60%.
- G. Offeror must commit to providing a minimum of two scholarships per program session for individuals who meet Town of Arlington scholarship requirements.
- H. Offeror must include in the proposal a minimum of three (3) references for contracts of a similar nature and size.

V. Comparative Evaluation Criteria

The selection process will include an evaluation of each responsive proposal based on the criteria identified below.

A. Supervisory Staff

Advantageous: More than two supervisory staff who are Certified Professional, with at least 5 years of teaching experience and at least 2 years of supervisory experience, and hold CPR & First Aid certification.

Not Advantageous: Two supervisory staff who are Certified Professional, with at least 5 years of teaching experience and at least 2 years of supervisory experience, and hold CPR & First Aid certification.

B. Student to Staff Ratios

Highly Advantageous: Better than a 10:1 ratio of youth students to staff AND better than a 12:1 ratio of adult students to staff.

Advantageous: Better than a 10:1 ratio of youth students to staff OR better than a 12:1 ratio of adult students to staff.

Not Advantageous: 10:1 ratio of youth students to staff AND 12:1 ratio of adult students to staff.

C. Program Offerings

Advantageous: Offerings for ages 3 -4, ages 5 -12, ages 13-18, AND adult.

Not Advantageous: Offerings for three of the four age groups

Unacceptable: Offerings for less than three of the four age groups

D. Indoor Facility

Advantageous: Proposer can provide an indoor facility for inclement weather programming.

Not advantageous: Proposer cannot provide an indoor facility for inclement weather programming.

The Town will award the contract to the responsible and responsive offeror submitting the most advantageous proposal, taking into consideration the comparative evaluation criteria and the price proposals.

VI. Contract Terms and Conditions

- A. The contract term will begin July 1, 2024, and end on June 30, 2025. The contract may be renewed for a second and third year at the sole discretion of the Town of Arlington.
- B. Programs must be operated in accordance with the policies and procedures of the Recreation Department, the Town Manager, and the Board of Selectmen.
- C. The Contractor shall, at his own expense, obtain and maintain, in full force and effect during the term of Contract, general liability, motor vehicle liability, and Workers Compensation insurance. The Town of Arlington must be named as additional insured on the Contractor's liability policies
- D. The Contractor shall save the Town harmless from any and all claims for damages arising out of bodily injury to or death of any persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or any one in his employ during execution of the Contract.
- E. Payment shall be made upon successful completion of each session within a 30-45 day pay cycle after an approved invoice is received by Arlington Recreation.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

**NON COLLUSION FORM MUST BE SIGNED AND
SUBMITTED WITH PROPOSAL**

STATEMENT OF STATE TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

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PRICE PROPOSAL

PERCENTAGE PRICE PER HEAD

_____ % of Gross to the Town of Arlington

_____ % of Gross to the Contractor

* The Contractor must also submit a proposed tennis schedule for all three seasons of the contract and include their recommended fee per participant for each program offered.

AUTHORIZED SIGNATURE _____

PRINT NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

EMERGENCY PHONE NUMBER: _____

DATE SIGNED: _____

Price proposal must be submitted in a sealed envelope, separate from the technical (non-price) proposal.