



VILLAGE OF BRONXVILLE JULY 2015

REQUEST FOR PROPOSALS FOR Director of Platform Tennis

The Village of Bronxville is seeking a qualified platform tennis professional who will both manage and provide instruction for the Village's platform tennis program. The Village's platform tennis facility consists of four paddle courts and a paddle hut. This position, similar to that of Bronxville's seasonal tennis instructor, will have the responsibility of maintaining the day-to-day operations (including enforcement of Village rules and regulations) of the platform tennis program as well as the continued growth of the program within the Bronxville community. The qualified individual will also serve as an instructor to all age groups and provide ample clinics, drills, and events to accommodate those looking to advance their platform tennis skills.

VILLAGE REQUEST FOR PROPOSAL (RFP)

The Village may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The Village shall not be liable for any cost incurred in connection with preparation and submittal of any proposal. In the event the Village accepts a proposal, a contract may be awarded to the proposer who has submitted the proposal deemed to be in the best interest(s) of the Village. Selection of the best proposal will be made on the basis of the criteria set forth in this RFP. The Village reserves the right to negotiate the final terms of the contract with one or more of the highest rated responsive proposers. Proposers are cautioned that any response to this RFP shall not be considered a "bid".

MINIMUM QUALIFICATIONS

In order to be deemed minimally qualified for consideration in the award of the management of the subject facility, a proposer should have the following qualifications (or reasonable equivalent):

- A. Provide Current Certified Tennis Professional Certification, and maintain certification throughout length of agreement. Specifically, either PPTA, USPTA, or PTR qualifications.
- B. Minimum of three (3) years of experience operating and managing tennis and/or platform tennis instruction.
- C. In the event a corporation is proposing to provide the service, said corporation must verify that the person responsible as manager of the operation shall meet the above listed qualifications in item a and b.

Additionally, proposers must present evidence, satisfactory to the Village, indicative of their ability to manage, operate and maintain the specified facility.

- A) **General Business Statement:** A statement of all the important business activities of the proposer's tennis and platform tennis business. This statement should emphasize the proposer's experience in the operations and/or management of paddle tennis and/or tennis instruction similar to those specified. In the event that the proposer has provided such service on a contractual basis to a public agency or to a private entity, the proposer shall submit the name, address, email address and phone number of the agency or entity and the person responsible for management thereof, and a brief description of the services provided and other pertinent data. Further, the proposer must identify any such contracts that, within the last five (5) years, have been canceled or not renewed.
- B) **Personal/Corporate References:** A minimum of three (3) personal/corporate references giving current names, addresses, email addresses and telephone numbers in each instance is required. References related to the proposer's experience in the operations and/or management of tennis and/or platform tennis instruction is preferred.
- C) **Proof of Insurance:** Proposers currently providing similar services shall submit a Certificate of Insurance for the operations involved.

STAFFING

The new Director of Platform Tennis shall present as part of the operational and management proposal how it will recruit and promote the platform tennis program as

well as how they will properly manage and operate the platform tennis courts and all related facilities. Further, the Contractor shall submit its plan to recruit and employ Bronxville youth for paid employment and intern possibilities.

OPERATIONAL PERIOD

At a minimum, the platform tennis season will commence on October 1st and continue through March 31st. Also, the Village may incorporate the summer platform tennis program and/or tennis programs into a management agreement.

SCOPE OF SERVICES

The Director of Platform Tennis shall perform all work and services necessary to accomplish the Platform Tennis Program goals as set by the Village Administrator.

These goals include, but are not limited to, the following:

1. Recruiting, scheduling and supervising instructors; maintaining appropriate records and reports on activities and timely submission of the information.
2. Scheduling participants; Verifying permit holders and guests; Organizing group/individual classes and notifying Village offices of placement and any schedule change or make-ups; maintaining the Village's online calendar system; oversight of Bronxville Village teams, including compliance with permit rules.
3. Recruiting program participants.
4. Maintaining clean and fully functional facilities; identifying and timely reporting any problems to the Village Administrator.
5. Conducting and submitting complete monthly and season-end accounting and evaluation prior to payment.

PROPOSAL EVALUATION

Proposals will be evaluated using the following criteria:

1. Responsiveness to the request for Proposals.
2. Demonstrated understanding of the Project Objectives and Scope of the Work.
3. Recent and relevant experience in similar projects. (Municipal experience will be given additional preference).
4. Demonstrated reliability to perform and manage projects of the nature described herein.
5. Qualifications and relevant experience..
6. Cost-effectiveness of the proposal.
7. Schedule
8. Ability to meet the minimum requirements to meet the Village's insurance and risk management policies.

The Village of Bronxville reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

Questions:

Any questions concerning this request for proposals should be directed to James M. Palmer, Village Administrator at jpalmer@vobny.com or by calling 914-337-6500.

Proposals should be submitted to the above email address by August 7th.