



Program Proposal Requirements

Thank you for your interest in partnering with Hampton Parks, Recreation & Leisure Services (HPRLS) to provide quality recreational choices for our community. This proposal form is used to determine if and how we can best partner together to provide programs and services. Proposals must be complete, and must be received by 5 p.m. on the last day of the month. They will be reviewed by the Recreation Coordinator and Parks & Recreation Advisory Board on the first Wednesday of the following month. Proposals received after this deadline shall not be reviewed until the following rotation.

Overview

The City of Hampton Parks, Recreation & Leisure Services Department (HPRLS) will receive Program Proposals (and supporting information), from individuals/agencies/organizations wishing to provide Recreational/Instructional/Education Programs and or activities.

General Information

Proposals must be received by HPRLS either by mail or hand delivery. Facsimile transmissions will not be accepted. Each applicant shall submit 1 original hard copy and 1 electronic copy (email version to ndennis@hampton.gov). Questions regarding Proposal specifications and process should be directed to Nicole Dennis, Recreation Coordinator. Receipt of a Proposal submission in no way constitutes an agreement by HPRLS to accept any program proposal.

Specifications

Proposals may offer to provide specific or varied recreational/instructional programs that are consistent with the general nature and mission of HPRLS's public recreation offering.

Program Proposal Requirements

Specifications

Proposals are encouraged, but not limited to the leisure activity areas of youth and adult athletics, wellness and exercise, art instruction, education, personal development, cultural and performing arts, and other related areas that are acceptable as public recreation offerings. (See checklist on program Proposal Application Form) Proposals can be similar to or different from current programs offered.

Proposals must demonstrate a reasonable price and value for the public recreation offerings.

Proposals must not rely solely on HPRLS to provide financial support. HPRLS may assist in providing administrative support, including facility scheduling (rental fees to be included in Proposal budget), advertising, conducting registrations, etc. **The individual or agency submitting the proposal should be contributing to the project and not relying on the City or program fees to pay all of the expenses.**

Recreational/Instructional programs must utilize a HPRLS owned or leased facility.

HPRLS makes no warranty, or guarantee of success, of any recreational/instructional program operated as a result of a partnership made pursuant to this Proposal.

HPRLS will not approve any proposal or a part of any proposal if it is contrary to laws, statutes, ordinances, policies, or procedures of HPRLS or the City of Hampton.

It is within the discretion of HPRLS or the City of Hampton to deny proposals that are not in the best interest of the citizens of Hampton.

Submission Elements

All submissions must clearly describe the scope of recreational/instructional programs.

Include details of your approach and plan. Please explain why your approach and plan would be effective and beneficial to HPRLS as a public recreation offering. The following areas shall be presented in detail.

Program Proposal Requirements

General Information:

Include information about your agency and the program you are proposing. Page 1 of the Proposal form asks which type of “program operation” you are requesting. These are defined as follows:

- ✚ Sponsored: HPRLS will handle most of the expenses and pay most/all materials and instructor costs.
- ✚ Co-sponsored: HPRLS and the applying individual/agency will share the income and expense for the program.
- ✚ Independently Operated: The applying individual/agency will handle the majority of the operations, income, and expense for the program with a small amount of oversight (or support) from HPRLS.

Operation:

Applicant shall complete all lines (or appropriate check boxes), including program type, gender and age group(s) targeted, seasons/dates proposed, program hours, and space requested (include specific facility if known), equipment provided/needed. Be sure to describe who will staff the program, as well as who will pay staffing costs. On pages 2-3, please give a detailed description of the program, its goals and benefits and how you will ensure it is accessible and inclusive. Also describe your marketing plan and who is responsible for each item.

Budget:

The proposal must include a detailed budget of all costs associated with the recreational/instructional/educational program and or activity (including any facility rental fees that you are requesting that HPRLS waive, these fees can be found on the HPRLS website at www.hampton.gov/1187/parks-recreation (Community Centers, Parks, and etc.) and any proposed fee(s) that will be charged to participants. Please provide detailed information regarding who will be responsible for the expenses. Use budget sheet provided to complete this section.

Coordinating staff and agency representatives:

Be sure to list contact information for all staff and agency representatives.

Qualifications and References:

Applicant must present evidence that they are fully qualified and have substantial experience in the field and in the instruction and/or conduction of the program. Attach copies of certifications, licenses and etc. Letters of recommendations and/or references should also be included with the proposal. Provide a list and description of similar programs satisfactorily performed/completed within the past three (3) years. For each program listed, include the name and telephone numbers of a representative who can verify the information you provide and speak to their satisfaction of your performance.

Other Information:

Any additional information to assist HPRLS in its evaluation of the proposal

Approval Criteria

Approval of a Proposal will be based upon consideration of the following:

Consistency w/ HPRLS's mission and vision – programs outside of our scope, will not be considered.

Mission Statement: “To create enriching experiences and beautiful environments for everyone to enjoy”

Vision Statement: “Connecting people, parks, programs and recreation for life”

Approval of a Proposal will be based upon consideration of the following:

- Accessibility: Any individual regardless of ability can participate in the program?
- Type and Amount of Sponsorship requested: Sponsored, Co-Sponsored
Independently Operated
- Budget Feasibility: Can the project be completed with available funds? If requesting HPRLS sponsorship or co-sponsorship is there enough in HPRLS's current budget?
- Budget Structure: Are all parts of the requested budget information complete? Is it logical, coherent and detailed?
- Marketing Plan Feasibility and Structure: What avenues are being used to advertise the program? Is the plan logical, coherent, and detailed? Are the marketing materials likely to reach the number of people and target population that are specified in the plan? Does the plan meet City requirements?
- Affordability: Based on the income characteristics of the target population is the pricing structure comparable to HPRLS's approved fee & charges schedule?

- Professional qualifications: How qualified are the staff that are included in the program proposal?
- Past Experience: Is there evidence of a high level of experience with past programs? Are there documented past successes?
- Availability of appropriate facilities: Could the program function at any facility or does it need a specific location/space?
- Does the program proposed complement vs. compete with existing programming?
- Does the program proposal come from a City of Hampton resident or business?
- Letters of recommendations and/or references are provided
- Interviews or video tapes are provided – if requested

Approval of a Proposal will be based upon consideration of the following:

Acceptance of Proposals:

Proposals will be evaluated by HPRLS's Recreation Coordinator for the value and benefit the proposed recreational/instructional program will bring to the overall public recreation offering. HPRLS reserves the right to reject any or all Proposals received, or portions thereof. HPRLS is allowed to waive any formalities or overlook irregularities in any Proposal received, and to award in whole or in part to one or more applicants. HPRLS may take actions it deems to be in the best interests of HPRLS and our citizens.

Each applicant will be notified if their proposal(s) has been accepted or denied, and/or whether subsequent negotiations will occur. If the proposal is accepted, the Recreational/instructional program will be added to HPRLS's recreation program inventory.

Acceptance of proposals does not guarantee that HPRLS will offer the recreational/instructional program. Also, HPRLS may discontinue the recreational/instructional program, at any time.

General Terms and Conditions

All applicants shall be subject to the following general terms and conditions and agree to be bound by such terms and conditions if proposal is accepted and awarded by HPRLS.

INDEMNIFICATION: To the fullest extent permitted by laws and regulations, successful applicant shall indemnify, defend, save and hold harmless HPRLS, 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 service 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.

COPYRIGHT: Successful applicant agrees to indemnify, defend, save and hold harmless HPRLS, 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.

INSURANCE: The City may require insurance depending upon the type of program to be provided. The successful applicant shall secure any necessary insurance required by the City naming the City of Hampton as an additional insured. In addition the successful applicant agrees that it will arrange for vendors it employs to obtain any necessary insurance as required by the City.

LAWS AND REGULATIONS: The successful applicant shall keep fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the program and shall at all times observe and comply with all such laws, ordinances and regulations, including obtaining any special events permits or licenses necessary for the proposed program.

GOVERNING LAW AND VENUE: This application and any resulting agreement shall be subject to the laws of the Commonwealth of Virginia and the Hampton City Code. Any litigation with respect thereto shall be brought in the courts of the City of Hampton, Virginia, or the United States District Court for the Eastern District of Virginia, Newport News Division.

INDEPENDENT CONTRACTOR: The successful applicant and any employees, agents, or other persons or entities acting on its behalf shall act in an independent capacity and not as officers, employees, or agents of the City. The applicant waives any and all claims to benefits otherwise provided to City employees, including, but not limited to, medical, dental, or other personal insurance, retirement benefits, unemployment benefits, or any liability, workers' compensation or other insurance. Nothing herein intended, and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, or association between the City and the Contractor.

NON-DISCRIMINATION: Applicant acknowledges and agrees that the programs or events contemplated in its application shall be made available to individuals of all ages, regardless of race, religion, color, faith, sex, national origin, or disability and shall not incorporate in its marketing, promotion, or hosting of the event or program any statement, imagery, or policy to the contrary. Applicant shall require all vendors and subcontractors it employees for the event to agree to the same provision.

CANCELLATION OF PROGRAM OR EVENT: Successful applicants agree that in the event of any partnership with the City involving City sponsorship in kind or in funds that the City shall have the sole discretion to cancel and/or terminate any event or program, without notice, in situations that threaten the public health, safety, and welfare. Such situations include but are not limited to hurricanes, tropical storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity.



PROPOSAL SUBMITTALS

Proposal should be submitted to the City of Hampton Parks, Recreation & Leisure Services Department along with this signed page from the instruction for program proposals.

Mail proposals to: City of Hampton
Parks and Recreation & Leisure Service Department
Attn: Nicole Dennis, Recreation Coordinator
22 Lincoln Street 5th Floor
Hampton, VA 23669

Remember to also submit an electronic version of the proposal to ndennis@hampton.gov
(757) 727-6648 (office)
(757) 727-8313 (fax)

Signature: _____

Date: _____