



Request for Proposal "Camp Eastern"

PURPOSE AND INTENT

The purpose of this Request for Proposal (RFP) is to seek organizations interested in providing a 5 day, 4 night Summer Camp "Camp Eastern". The camp will provide an On-Campus college experience for 36 High School Juniors and/or Seniors that are active USTA players within the six USTA Eastern Regions (Long Island, Metro, New Jersey, Northern, Southern and Western). The camp will include but is not limited to, Tennis (instruction and match play), College and Career Exploration, Character Building workshops, Cultural and Social outings.

The intent of this RFP is to award a contract to the respondent who presents a detailed proposal conforming to this RFP which is most advantageous to USTA Eastern regarding cost and other factors considered. USTA Eastern reserves the right to award the contract resulting from this RFP to the respondent most appropriate to meet the needs of the program.

BACKGROUND AND SCOPE OF WORK

Goals of the Camp Eastern include providing youth with (1) sports, (2) educational based skills and (3) knowledge of social/emotional learning such as teamwork, leadership, sportsmanship and character building. Camp Eastern will be held on a mutually agreed upon week in either July or August of 2017. Camp Eastern instructors will be selected by the applicant based on experience, knowledge of activity, and program curriculum. Camp Eastern will be coordinated by USTA Eastern and the successful respondent to ensure the best dates, times and locations for programs. The successful respondent will determine the session schedules and locations of the day to day delivery of the program. The successful respondent will design, produce and distribute promotional brochures, maintain registration, and provide on-site staff members each day of Camp Eastern to verify attendance.

1. TERM

The successful respondent will be required to be prepared to commence and complete operations between July 9, 2017 and August 19, 2017.

2. QUESTIONS



Any questions regarding this RFP must be submitted via email to the attention of the following individual:

Jenny Schnitzer, Executive Director
schnitzer@eastern.usta.com

3. PROPOSAL

Camp Eastern schedules will be submitted as; a one week/five day, four night camp housed on a College Campus, with eight to ten hours of structured activity each day. USTA Eastern reserves the right to amend the proposed schedule to fit the overall goals of "Camp Eastern" and re-schedule mutually agreed upon dates with the provider. Proposals must include a fixed bid of completion for Camp Eastern.

Proposal shall include:

- I. Description of proposed camp including:
 - a. Proposed schedule(s) including preferred weeks of operation
 - b. Detailed camp curriculum including specific drills and instructional methods
 - c. Staffing pattern to ensure proper instructor to participant ratios
 - d. Space/field or facilities required to operate camp
 - e. Equipment that the provider will supply
 - f. Letter of support from the providers of housing, outdoor facilities and alternate indoor facilities incase of inclement weather
- II. List of specific potential life skills providers, curriculum and /or social events
- III. Program budget and proposal (bid) amount. Detailed budget outlining all costs associated with production of camp (fixed and variable costs) with all associated back-up material.
- IV. Demonstration of organization and capacity with a 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 the staff that will be employed at camp. Include the roles and responsibilities for each staff member and the number of hours that each will be working throughout the camp. Detailed contact information will be required once the RFP has been awarded to perform a background check. Organizations may submit evidence of a



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background check in lieu of the contact information. USTA Eastern reserves the right to ask for replacements of proposed staff members.

- VI. Documentation of the organization's not for profit status where applicable
- VII. Copy of business license and liability insurance with a \$2,000,000 minimum coverage amount. In addition, the successful respondent will need to name USTA Eastern as additional insured.

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

<https://www.grantinterface.com/common/logon.aspx?eqs=rFdI2EVQlgErM3FbBqBo70S69FegTbNq0>

4. SUBMISSION OF PROPOSAL

In order to be considered by USTA Eastern's Funding Council, a respondent's proposal must be submitted via the online application to USTA Eastern prior to 5 p.m. on **Friday, January 6, 2017**.

Proposals received after this deadline will not be considered.

5. REPRESENTATIONS

In submitting a proposal, each respondent represents that:

- I. He or she has read and understands the RFP and that the proposal is submitted in accordance therewith;
- II. The costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
- III. 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 Funding Council composed of representatives of USTA Eastern.

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 USTA Eastern 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 "Camp Eastern" 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 USTA Eastern.
- V. Budget appropriateness

7. RESERVATION

The USTA Eastern Funding Council 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 USTA Eastern Funding Council 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 USTA Eastern Funding Council reserves the right to: 1) reject any and/or all proposals with or without cause, 2) request additional information from respondents as deemed necessary, 3) waive any and/or all nonmaterial 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.

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 USTA Eastern.

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 USTA Eastern 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.

Termination

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

Indemnification



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Each respondent in seeking, receiving or possessing this RFP and/or in submitting a response does release, indemnify and hold USTA Eastern 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 USTA Eastern as a result of issuing this RFP.

Governing Law

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

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 New York City's Living Wage Ordinance, and are encouraged to review this ordinance prior to making their submission. USTA Eastern is actively seeking participation by Minority Business Enterprise and Women's Business Enterprise organizations and encourages those organizations to submit proposals.

Subject to Appropriation

Any contract or agreement that results from this RFP is subject to annual budget appropriation by USTA Eastern. Any contract or agreement that results from this RFP is voidable at any time by USTA Eastern if the budget appropriation is not made.

No Obligation

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