



Red Mountain Multigenerational Center SPECIAL INTEREST CLASS PROPOSAL

(Please review the Independent Contractor Services Agreement in its entirety for details of contract terms.)

INSTRUCTOR INFORMATION (Fill out completely)

Name _____

Organization _____

Address _____ City/ State/ Zip _____

Email _____ Phone (____) _____ Fax(____) _____

NUMBER OF ADDITIONAL SUPPORT INSTRUCTORS OR ASSISTANTS _____

INSTRUCTOR QUALIFICATIONS (Include number of years instructional experience in this area of focus. Resume may be attached if desired.)

CLASS INFORMATION

(Days, dates and times proposed may not be available due to facility use.)

CLASS TITLE (Maximum of 20 characters including spaces) _____

DESCRIPTION (To be used in class registration system. Maximum of 100 words).

CLASS CONTENT AND INTENDED OUTCOMES

PROPOSED DAYS (ex: Mon/Wed.) _____

PROPOSED CLASS LENGTH (ex; 50 mins.) _____

PROPOSED START AND END DATES (ex; Mon, Aug 10-Wed, Sept 2.) _____

PROPOSED SESSION LENGTH (ex: 6 weeks, 8 weeks, 1 day.) _____

PROPOSED CLASS ENROLLMENT SIZE (ex: Min 4, Max 30) Minimum____ Maximum _____
(Class minimums will be determined by session length, session days and rooms requested)

CLASS AGE RANGE (ex: ages 8-12) _____

CLASS PRICE (ex: \$40 per person) _____
(See Independent Contractor Services Agreement for fee details and registration percentages)

SPECIAL REQUIREMENTS FOR CLASS

- | | | |
|--|--|---|
| <input type="checkbox"/> Carpeted Space | <input type="checkbox"/> Tiled Floor Space | <input type="checkbox"/> Large room for interaction |
| <input type="checkbox"/> High Impact Floor | <input type="checkbox"/> Mirrored Room Space | <input type="checkbox"/> Activity Mats |
| <input type="checkbox"/> Course may be noisy | <input type="checkbox"/> Course may be messy | <input type="checkbox"/> Tables and Chairs |
| <input type="checkbox"/> Other needs _____ | | |

Program proposals will be received **on an ongoing basis.** In the event of like proposals, those determined to be most qualified will be asked to attend an interview to determine further qualifications relating to **Special Interest Class Instruction.**

Proposals will be evaluated by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with Respondents for clarification purposes. Respondents shall not initiate discussions with any City employee or official. The City reserves the right to disqualify proposals that the City deems unacceptable at its sole discretion. Points and other such evaluation methods are tools the City uses to aid in the evaluation process, but are not always definitive. The City is charged by its Charter to qualify respondents that will be able to put together proposals that are in the best interest of the City.

CRITERIA FOR EVALUATION	POINTS POSSIBLE
a) Instructor Experience - Experience level of instructor	20
b) Competitors - City, Facility or neighboring agencies	10
c) Capacity - Registration capacity for this class	20
d) Demand - Demand for this type of class	25
e) Focus - Class fit into the focus of the Facility	25

DIRECT QUESTIONS AND SUBMIT COMPLETED PROPOSAL TO:

Dana Hawkins, Recreation Coordinator
City of Mesa, Red Mountain Multigenerational Center
7550 E. Adobe
Mesa, AZ 85207
480-644-4803

