



# Peninsula Metropolitan Park District

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## Request for Qualifications Independent Contractor for the Adaptive Recreation Program

**Proposal Name: Adaptive Recreation Programs**  
**Contact Person: Matthew Kerns, Recreation Services Manager**  
**Creation/Revision Date: 5/18/2022**

### **Submission Information:**

Independent Contractor Program Proposal forms can be located online at:  
<https://penmetparks.org/become-an-instructor/>

### **About PenMet Parks:**

The mission of the Peninsula Metropolitan Park District (PenMet Parks) is to enhance the quality of life by providing parks and recreation opportunities for our community. We offer many recreation programs including:

- Youth and Adult Sports
- Fitness Classes
- Youth Camps and Programs
- Arts and Dance Programs
- Specialized Recreation (for individuals with disabilities)
- Special Events

### **About the Adaptive Recreation Program**

Currently PenMet Parks offers very limited Adaptive Recreation Programs (people with physical disabilities) would like to expand the program offerings for people with physical disabilities. Currently we provide a modified walking club program which meets once per week.

### **Scope of Services**

PenMet Parks is looking or an independent contractor to provide activity classes in the following areas:

- Adult class series or workshops year round on mutually agreed upon days/times with a focus on adults and/or children with physical disabilities.

### **Qualifications:**

- Must have experience and formal education in planning and facilitating adaptive recreation activities for adults and/or youth with disabilities
- Must have experience supervising staff
- Ability to provide consistent staffing of each program

- Must have excellent customer services and communication skills
- Must have current First Aid/CPR/AED Certification or ability to obtain it prior to start date

**Essential Responsibilities of the Contractor:**

1. Provides staffing and instruction to operate a high-quality program.
2. Provides all program materials and supplies.
3. Provides detailed program information to PenMet Parks for marketing and registration purposes.
4. Actively works with the Recreation Coordinator or designee on program scheduling, marketing, and program evaluation to provide a high-quality customer experience.
5. Adheres to processes and procedures outlined in the PenMet Parks Independent Contractor Handbook.

**Essential Responsibilities of PenMet Parks:**

1. Provides space for the program at an available PenMet facility or a PenMet Parks approved facility.
2. Provides customer service, including answering customer service questions, providing program welcome emails, resolving customer requests, communicating program updates, and collecting customer feedback.
3. Provides program registration online, in person and over the phone. PenMet Parks uses an online registration software called ActiveNet and absorbs the expense of all associated taxes, registration software fees, and credit card fees.
4. For camps and extended care programs, PenMet Parks provides comprehensive emergency management software through ePACT.
5. Provides marketing in a quarterly PenMet Parks and Recreation guide, on the PenMet Parks website, and through limited social media posts.

**Supplemental Information:**

- Proposal Process and Information:** Proposals are evaluated based on alignment with PenMet Parks mission & values, years and relevance of contracted staff experience, current needs of the community, and availability of facility space. PenMet Parks reserves the right to reject any and all proposals in the submittal and evaluation process.
- Payment:** PenMet Parks subsidizes its specialized recreation programs to keep costs low for the participants. For year-round adult programs, the contractor will receive payment of \$14 per participant hour. Participant hours are calculated by the amount of participants registered times the number of hours per week the program runs times the number of weeks (# of participants x hours x weeks). All registration fees will be retained by PenMet Parks. All independent contractors are paid in the form of a check within 30 days of receiving the finalized invoice. Invoices may be submitted on the last day of the program.
- Background Check:** The contract award shall be contingent upon PenMet award shall be contingent upon PenMet Parks receipt of an acceptable background check report for

any staff or volunteers that will assist in providing the outlined services.

- D. **Equal Opportunity Employment:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.
- E. **Insurance Requirements:** Contractor shall maintain a comprehensive general liability and automobile liability policy as outlined in the *Recreation Services Contract*.
- F. **Compliance with Laws and Regulations:** Contractor shall comply with all applicable federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of the employee health and safety, public records, fees, and taxes.