

City of Rancho Cucamonga  
Community Services Departments



Class Proposal Packet  
**Winter 2011 Session**

Dear Independent Contractor

Thank you for your interest in providing a contract class for The City of Rancho Cucamonga's Community Services Department. Enclosed you will find our Contract Class Proposal Packet. The Community Services Department is currently accepting proposal for the Winter 2011 session, the deadline to apply is August 27, 2010. The Community Services Department will review potential contractors whom meet the requirements and fulfill the City's priorities, which are outlined in this document. Potential contractors must comply with all the requirements set forth in this document and return all items by set deadline to be considered.

The City of Rancho Cucamonga has offered a diverse contract class program to the public for many years. Our first priority is providing safe, quality programs, leisure time programs. It is also of great importance that classes are convenient, timely, well organized, and affordable.

The Winter 2011 session will be offered from January 4 – March 30, 2011. If your proposal is accepted you will be contact by September 24, 2010.

If you have any additional questions I can be reached at (909) 477-2795 ext 2322 or [erica.toney@cityofrc.us](mailto:erica.toney@cityofrc.us)

Erica Toney  
Community Services Coordinator  
9161 Base Line Rd.  
Rancho Cucamonga, CA. 91730

## Welcome

Thank you for your interest in providing a contract class for The City of Rancho Cucamonga's Community Services Department. Enclosed you will find our Contract Class Proposal Packet. The Community Services Department will review potential contractors whom meet the requirements and fulfill the City's priorities, which are outlined in this document. Potential contractors must comply with all the requirements set forth in this document and return all items by set deadline to be considered.

The City of Rancho Cucamonga has offered a diverse contract class program to the public for many years. Our first priority is providing safe, quality programs. It is also of great importance that classes are convenient, timely, well organized, and affordable. Classes have been offered at both City Community Centers and private locations. Classes are offered on a quarterly basis for 1 – 12 weeks. The course session periods for each quarter will cover the following sessions: Winter, Spring, Summer, and Fall.

### Community Services Department Mission Statement and Philosophy

*The function of the Community Services Department is to enhance the quality of life for Rancho Cucamonga residents in the areas of leisure and cultural services. Emphasis is on quality programming accessible to all members of the community. Excellent customer service is the highest department priority.*

#### Standards of Excellence

As a valued team member of the Community Services Department serving the residents of Rancho Cucamonga, we recognize that we are entrusted with important duties and responsibilities. To be successful in our positions, we commit to meet the following Standards of Excellence:

*We will encourage and support all team members to understand, respect, and strive to achieve these Standards of Excellence.*

##### Professionalism and Personal Integrity

- We will not allow personal interference to affect our work responsibilities.
- We will always present the highest professional image through our personal appearance.
- We will perform our jobs in an ethical manner, with honesty, sincerity, and respect for others.

##### Teamwork and Leadership

- We will be positive, creative and enthusiastic with our ideas and suggestions.
- We will work and communicate effectively with others to get the job done and to bring out the best in each other and the City.

##### Quality of Services

- We will focus 100% of our effort and attention on meeting the needs of our guests.
- We will constantly strive to provide the highest quality programs and services.
- We are dedicated to enhancing our professional/personal knowledge and skills and assisting our co-workers in their development efforts.
- We will provide a clean and safe environment for our employees and our guests.

##### Commitment to our Employer

- We will respect City equipment/supplies and utilize them only for approved business purposes.
- We will be responsible for the care and appearance of all City facilities.
- We will understand both the intent and the details of our City policies/procedures and will abide by them completely.

## **What is an Independent Contract Instructor**

Independent Contactors are NOT employees of City of Rancho Cucamonga, but are still held to the same high expectations as employees. An Independent Contactor creates their own curriculum, provides their own supplies, and staffs their activity on their own. In addition, they set their own hours and budget. Independent Contactors offer a general service to the public and are required to abide by the terms of their contract with the agency for which they are providing the service. City of Rancho Cucamonga employees are not eligible to be an Independent Contactor.

## **About the Community Services Department**

Rancho Cucamonga Community Services Department is a public agency dedicated to providing recreation and leisure experiences. Here are some features that our department can offer you.

### **Facilities**

#### **Community Centers**

- Goldy Lewis Community Center
- James L. Burtle Senior Center
- Lions West Community Center
- Lions East Community Center
- RC Family Sports Center
- Victoria Garden Cultural Center

#### **Off Site locations**

- Alta Loma High School
- Terra Vista Elementary
- Cucamonga Middle School

### **Parks**

- |                                |                          |                        |
|--------------------------------|--------------------------|------------------------|
| •Bear Gulch Park               | •Garcia Park             | •Mountain View Park    |
| •Beryl Park East/West          | •Golden Oak Park         | • Old Town Park        |
| •Central Park                  | •Heritage Community Park | • Olive Grove Park     |
| •Church Street Park            | •Hermosa Park            | • Ralph M. Lewis Park  |
| •Coyote Canyon Park            | •Kenyon Park             | • Spruce Ave. Park     |
| •Cucamonga/Demens Trail Rest.  | •Legacy Park             | • Victoria Arbors Park |
| •Day Creek Park                | •Lions Park              | • Vintage Park         |
| •Ellena Park                   | •Milliken Park           | • West Greenway Park   |
| •Etiwanda Creek Community Park | •Mountain View Park      | • Windrow Park         |

## **Advertisement**

The City of Rancho Cucamonga will advertise your class (es) in our quarterly brochure “**The Grapevine**” it is mailed to over 130,000 residents, as well as our website, [www.RCpark.com](http://www.RCpark.com). Our website has the potential of reaching thousands of potential participants and is one of the best marketing tools the City has. In addition we have a variety of other marketing resources such as; RCTV, Flyers, Posters, Street Banners and much more. Written material may not be circulated without prior approval from the Community Services Departments Marketing Manager.

## **Compensation**

For your services, you receive 60/70% of the registration fee's collected. 70% if you are using your own facilities and 60% if you are located at a City facility including parks.

## **Registration**

We handle it all. CLASS is our computer registration system. CLASS allows us to maintain facility bookings for your class and process registration in an efficient and timely manner; it is linked to the Community Services website [RCpark.com](http://RCpark.com). We have several convenient ways participants are able to register, in person at Lions East or Goldy Lewis Community Centers, by Mail, Fax or Drop Box located at Lions Park and of course at [RCpark.com](http://RCpark.com), which is available for online registration 24 hours 7 days a week.

## **Reputation**

The City of Rancho Cucamonga is proud of the programs that it offers and has a great reputation with our residents. We pride ourselves on trying to offer a wide variety of programs to fit all our residents' needs. Rancho Cucamonga residents expect only the best possible programs from the Community Services Department.

## **Proposal & Requirements**

**Proposals that fit into one of our areas and meet the following criteria will be considered:**

1. Is the program going to enhance the recreational, social and educational needs as it relates to leisure time?
  - a. Dance
  - b. Fitness
  - c. Sports
  - d. Child Development
  - e. Special Interest
2. Is the program being requested by the citizens of Rancho Cucamonga and is this need documented?
3. Will the program provide an adequate financial return if it is offered?
4. Is the program currently being provided by the Community Services Department or other entity in Rancho Cucamonga, which would create an unnecessary

duplication of service or compete directly with programs that the department currently operates? For a current idea of classes/program offered please log on to [www.RCpark.com](http://www.RCpark.com) or review the current "Grapevine"

5. "Hands-on" programs are more successful than straight lecture
6. Basic recreation and leisure classes have a higher priority with our department than educational programs
7. Proposal that fall into the following categories will not be considered:
  - a. **Tutoring**
  - b. **Job/Career training courses**
  - c. **Certification programs**
  - d. **Business marketing/Sales programs**
  - e. **Real-estate/Credit programs**
  - f. **Finical Education/Assistants**

### **Required Information**

The following documents are required for submittal:

1. Independent Contactor Application- *See Attachment 1*
2. Class Proposal Form- one sheet for each class. Additional copies may be made if necessary- *See Attachment 2*
3. Safety Record (Studio/business only)- *See Attachment 3*
4. Letter to the Community Services Department indicating why you are interested in offering classes and how they would benefit our residents and community
5. Please also provide any additional support information regarding your class(s) past flyers, support lecture material, past advertisements, any training or certificates you may have
6. Proof of insurance (only if you are using your studio/facility) *See Attachment 3*
7. Proof of workers compensation plan (only if you have employees)
8. Amount of time the business/contractor has been providing the proposed programs to the public

### **Required Criteria**

1. Instructors must be over the age of 18 years of age
2. 5 Years of experience in the instruction in proposed course field
3. 1 Year as a business devoted to the instruction in proposed course field
4. Demonstrated staff training program (if there are multiple instructors)
5. Safety and Emergency Procedures established by the contractor/business
6. Ability to offer a variety of classes at various skill levels and age groups
7. Demonstrate the ability to expand existing classes or create new classes to meet the growing needs of the Community

City staff will evaluate the submitted Proposals according to the criteria listed. The City reserves the right to select one or more contractors to provide the services desired. Once a selection is made, a contract is awarded for a term of

one session. Besides reviewing the criteria City staff may also implement the following procedures in the selection process:

### **Facility Inspection**

If a prospective contractor is proposing to hold a class at their business or other non-City facility, then the class site must meet disabled access requirements as stated in the Americans with Disabilities Act. The City staff will inspect such facilities for compliance, as well as an examination of other factors to determine facility suitability, including location, parking, image and safety issues.

### **Site Visits**

If a prospective Contractor is currently operating a program similar to the one proposed the City may make a visit to the site to see the program in progress.

### **Personal Interviews**

City staff will conduct a personal interview with the prospective contractors to discuss their proposal.

### **Reference Checks**

Each prospective contractor is required to provide 3 (three) professional references. The City may contact these individuals as part of the selection process. A professional reference may not include family, friends or class participants. A reference must include a person whose profession pertains to the field of proposed course and someone that can be verified as a professional in the field.

### **Contract Award Length**

The Contract is awarded on a quarterly schedule. All other conditions set forth in the City's standard Independent Contactor Agreement apply. If at any time during the course of the contract the Contractor does not meet the terms of the contract, the contract can be terminated by the City of Rancho Cucamonga.

### **Classes offered at a City Facility**

The Independent Contactor will be compensated for 60% of the revenues received from the class(es). The City is compensated 40% of the revenues received. Please note instructors may request a specific facility however placement will depend on availability and size of class.

### **Classes offered at Contractors Facility**

The Independent Contactor will be compensated for 70% of the revenues received from the class. The City is compensated 30% of the revenues received.

## **Instructors/Assistant Instructors**

Independent contractors must be a minimum of 18 years of age to instruct a class. Assistant Instructors under the age of 18 years of age may not be left without a supervising instructor over the age of 18 years of age.

## **Fingerprinting and Background Check**

In compliance with California State Law, Fingerprinting – AB2986, which states that all class instructors, contractors, staff, subcontractors and volunteers that have “direct contact” with minors under the age of 18 years, must be fingerprinted. Until there is clearance from the Department of Justice, no instructor, contractor staff, subcontractor or volunteer will be allowed to work. Contractors are required to contract the Community Services Department to make arrangements with the Rancho Cucamonga Police Department for fingerprinting.

In accordance with the Department of Justice’s (DOJ) Subsequent Arrest Notification Program, the City is notified of any offenses throughout his tenure of the contract.

Assistant Instructors and Volunteers under the age of 18 are not required to be fingerprinted.

## **Approval Process**

**The general process for proposing and offering a class is as follows:**

1. Instructor candidate submit a Proposal Packet to the Community Services Coordinator of Contract classes
2. Community Services Coordinator submits candidate’s class proposal to the Community Services Superintendent, if approval is granted the Community Services Coordinator will contact you to set up a personal interview
3. Candidate will be fingerprinted and a background check will be required
4. Once a candidate has cleared their background check, an Independent Contactor Agreement “Contract” will be created.

The Community Services Department thanks you’re for your interest in becoming an Independent Contract Instructor. We look forward to reviewing your Interest packet, if you have any questions you may contact the Community Services Contract Class Coordinator at (909) 477-02795 ext 2322.



City of Rancho Cucamonga  
Community Services Department



Independent Contractor Application

Business/Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip \_\_\_\_\_

Related Educational Background: \_\_\_\_\_

Are you over the age of 18? Yes or No

How many years of experience in this field do you have? \_\_\_\_\_

Related Experience: Attach resume if applicable

Agency:	Title:
From:	To:
Description of Duties:	
Agency:	Title:
From:	To:
Description of Duties:	
Agency:	Title:
From:	To:
Description of Duties:	

Specialized Training: \_\_\_\_\_

Fluency in other Languages: \_\_\_\_\_

Other Courses Qualified to Teach: \_\_\_\_\_

Have you ever been convicted of a felony, a misdemeanor which resulted in imprisonment? Yes or No  
If yes, please explain \_\_\_\_\_

Do you have employees or assistant instructors that will be instructing with you? Yes or No

If yes, please list them below: Anyone over the age of 18 must be fingerprinted.

Name: \_\_\_\_\_ Are they over 18? Yes or No

Name: \_\_\_\_\_ Are they over 18? Yes or No

Name: \_\_\_\_\_ Are they over 18? Yes or No

Name: \_\_\_\_\_ Are they over 18? Yes or No

Name: \_\_\_\_\_ Are they over 18? Yes or No

**Professional References**

Name Contact Person	Organization/Company	Phone Number
1. _____		
2. _____		
3. _____		

Any additional information you would like us to know: \_\_\_\_\_

I certify that all the statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Rancho Cucamonga to investigate any information contained in this application. I understand false or incomplete statements may be cause for disqualification or dismissal of contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_



City of Rancho Cucamonga  
Community Services Department



Contract Class Proposal

Please type or print in ink. A separate proposal is required for each proposed class.

Business/Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Class Title: \_\_\_\_\_

Class Description (This is how you would market your class):

---



---



---



---



---



---



---



---

Special Requirements (Supply fees, materials, proof of age, etc.): \_\_\_\_\_

Facility Specifications:  Private Facility  City Facility      If City Facility Requested:

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Age Group: \_\_\_\_\_ Length (30, 45, 60 minutes): \_\_\_\_\_ Weeks: \_\_\_\_\_

Minimum # of Students: \_\_\_\_\_ Maximum # of Students: \_\_\_\_\_

Fee per Student per class: \_\_\_\_\_ Total Class Price: \_\_\_\_\_

Instructor Student Ratio: \_\_\_\_\_ Session: Winter

Proposed Schedule

1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

3<sup>rd</sup> Choice:

Day(s) \_\_\_\_\_

Day(s) \_\_\_\_\_

Day(s) \_\_\_\_\_

Time(s) \_\_\_\_\_ am/pm

Time(s) \_\_\_\_\_ am/pm

Time(s) \_\_\_\_\_ am/pm

