



Mesa Parks, Recreation and Commercial Facilities SPECIAL INTEREST CLASS PROPOSAL

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 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 DATES** (ex: June 4-25) _____**CLASS LENGTH** (ex; 30 min., 1 hr.) _____**SESSION LENGTH** (ex: 6 weeks, 8 weeks, 1 day) _____**CLASS ENROLLMENT SIZE** (ex: Min 4, Max 30) Minimum _____ Maximum _____

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

CLASS PRICE (ex: \$40 per person) _____

SPECIAL REQUIREMENTS FOR CLASS

- Carpeted Space
- Tiled Floor Space
- Large room for interaction
- High Impact Floor
- Mirrored Room Space
- Activity Mats
- Course may be noisy
- Course may be messy
- Tables and Chairs

Other needs _____

Program proposals will be received **on an ongoing basis** to determine the most qualified respondents. 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:

Alyson Johnson, Recreation Coordinator
City of Mesa, Red Mountain Multigenerational Center
7550 E. Adobe
Mesa, AZ 85207
480-644-3938
Alyson.johnson@mesaaz.gov

