

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSAL NO. 19-016-RFP

ADDENDUM NO. 7

Arlington County Request for Proposal No. 19-016-RFP for Provision of Summer Camps is amended as follows:

SCOPE OF SERVICES is hereby replaced in its entirety with the [Revised Scope of Services](#).

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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Procurement Officer
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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 7.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

IV. REVISED SCOPE OF SERVICES

Qualified offerors may submit their proposal for one, some, or all of the types of activities listed below. Additionally, if a particular type of program is offered in one age group and not another it does not disqualify that Offeror's proposal from consideration.

RESPONSIBILITY OF THE CONTRACTOR

Arlington County camp Contractors must follow the updated [Summer Camp Manual](#) and agree to the terms in the Camp Contract.

PROGRAM OFFERINGS/PARKS AND RECREATION SUMMER CAMP CATALOG

The Contractor must produce camp information per template provided for the Arlington County Department of Parks and Recreation Summer Camp Catalog. In addition, the Contractor shall review and provide edits to the Arlington County Department of Parks and Recreation Summer Camp Catalog as needed and within required deadlines.

At a minimum, the County offers the following programs:

- A. Classic Camps
 - Traditional Day Camps

- B. Creative Arts
 - Art
 - Cooking
 - Dance
 - Music
 - Sewing
 - Theatre/Drama

- C. Educational
 - Business
 - Chess
 - Computer Programming
 - Engineering
 - Foreign Language
 - Gaming
 - Robotics
 - Science

- D. Nature/Adventure Activities
 - Biking (i.e. Bike Tours, Mountain Biking, BMX, etc.)
 - Canoeing
 - Fishing
 - Kayaking
 - Orienteering/Wilderness
 - Rock Climbing (Indoors)
 - Ropes/Course Challenge
 - Sailing

E. Sports

- Baseball
- Basketball
- Biking
- Cheerleading
- Fencing
- Field Hockey
- Flag Football
- Football
- Golf
- Lacrosse
- Martial Arts
- Multi-Sport
- Roller Hockey
- Skating (i.e.: In-Line Skating, Skateboarding, etc)
- Soccer
- Softball
- Sports Training
- Table Tennis
- Tennis/Racquet Sports
- Ultimate Frisbee
- Volleyball

F. Other

- The County shall also consider and evaluate proposals in categories other than what is listed below and all programs. If the Contractor desires to submit a proposal for an activity that is unlisted, then the Contractor must submit that proposal with a full description of the proposed activity. The County may consider adding these unlisted activities. The County maintains discretion on admitting a program that is not listed in the above program offerings.

PERCENTAGE SPLIT

The Contract amount is based on a percentage split of the total registration fees charged per participant for camp, including extended care fees, at the resident rate, and before fee reductions. Total registration fees for camp offerings and extended care fees shall be determined in accordance with DPR's Fee Resolution and upon mutual agreement between the Contractor and the County.

The percentage split will be determined as follows:

- For programs that use an Arlington County owned/operated facility, the County shall pay the Contractor a 70/30 split (70% to the contractor and 30% to the County) less **any fees incurred by the County on behalf of the Contractor for background checks.**
- For programs that do not use an Arlington County owned/operated facility, the County shall pay the Contractor an 80/20 split (80% to the contractor and 20% to the County) less **any fees incurred by the County on behalf of the Contractor for background checks.**

Fees charged by the County for the non-resident rate and credit card processing fees will not be included in the amount due to the Contractor based on the percentage split outlined above. The County shall not pay the Contractor any other sum pursuant to this agreement.

FEE SETTING

The Contractor should submit fees for their camp programs. The County will work with the Contractor to set camp fees within the ranges of the County Board Adopted Fee Resolution to include registration fees, extended care fees, supply fees, and any other costs. Camp fees shall be approved in the fall, prior to the next calendar year's camp season. Failure to agree upon camp fees may result in the camp not being administered for the following summer. The County will not accept any Contractor generated discounts including but not limited to, multiple camps/sessions, siblings, or early registrations. The County shall charge a surcharge of fifteen percent (15%) to campers that do not meet residency requirements as outlined in the Fee Resolution. Residents are considered those that live, go to school, or own property in Arlington County.

REFUNDS

The County shall enforce and provide refund opportunities per DPR's published Refund Policy via the web at <https://parks.arlingtonva.us/dpr-refund-policy/>. Fees will only be paid to the vendor based on registered attendees per the roster report 7 days prior to the camp start date.

REGISTRATION

The County shall provide registration for all camp programs through Arlington's registration system. This includes:

- Processing all fee reductions and handling any customer service issues dealing with registration. The fee reduction policy can be found via the web at <https://parks.arlingtonva.us/fee-reduction-policy-overview/>
- Providing the Contractor with electronic camp rosters 14 days prior and again 7 days prior to the camp's start date. Additional rosters can be requested at any time after registration begins and will be provided within 5 business days.
- Providing refunds for camps canceled in accordance with the DPR refund policy.
- Contacting the Contractor in the event of a camp waitlist to manage additional enrollment if more than stated camp maximums.
- Canceling any camps that do not meet minimum enrollment requirements 14 days prior to the camp's start date.
- Notifying camp participants via email of any camps canceled due to low enrollment.

The Contractor shall:

- Respond to any inquiries from the County or camp registrants on camp specific questions within 48 hours of inquiry either by email or phone.
- Work with the Program Coordinator to provide any specific camp registration requirements to include forms, additional questions, or requests.
- Communicate directly with those requesting special assistance and modification requests. Participants who have requested support will be identified on rosters provided by DPR.

RECORDS/REPORTS

The Contractor shall:

- A. Obtain proof of insurance coverage and provide your Certificate of insurance with your proposal. Each subsequent year, the Contractor shall submit an updated Certificate of Insurance to the DPR Camp Coordinator by June 1 prior to the camp season.
- B. Keep records of updated staff information at all times.
- C. Provide through e-mail or postal mail to DPR Camp Coordinator within two days of a request, including:
 1. Completed Background Checks
 2. CPR/First Aid certification cards
 3. Staff birthdates
- D. Generate a sign-in sheet for all participants to sign at the beginning of each day the camp operates.
 1. The sign-in sheet shall be a spreadsheet that contains at a minimum: all participant names, the date of the camp, the name of the camp, the Contractors name, valid phone number, and e-mail address.

GENERAL CAMP OPERATIONS

The Contractor and his/her staff shall:

- A. Operate all summer camps in full accordance with the Arlington County Summer Camp Manual (Exhibit D);
- B. Provide all equipment and supplies to include, but not limited to, athletic equipment, first aid equipment, portable water coolers, drinking cups, video equipment, and awards (if appropriate) for all campers;
- C. Adhere to all facility rules and regulations including direction provided from on-site facility staff;
- D. Bring and remove all equipment and/or supplies for each class, necessary for the successful completion of its camp(s) as there is limited storage space;
- E. Submit any complaints via email regarding facility space to the DPR Camp Coordinator within 48 hours of the issue occurring and provide assistance to resolve any investigation conducted; and
- F. Repair and replace equipment belonging to the County or Arlington Public Schools which is damaged, destroyed, or broken by any of the campers or staff.
 1. The Contractor shall assume full replacement responsibility for any lost or stolen items of any County or School property issued to the Contractor for use in the camp program or under the care, control, or custody of the Contractor.

UPDATED HEALTH AND SAFETY REQUIREMENTS RELATED TO THE COVID-19 PANDEMIC

The Contractor will develop and implement a safety and health plan for campers, volunteers, and staff including the most recent guidance outlined by all applicable local, state, and federal policies. These policies should be available to families in advance of camp and should be posted at the campsite. All campers should receive a daily health screening to ensure overall health upon arrival at camp. Additional protocols may include but are not limited to, temperature screenings, health questionnaires, physical distancing, face-covering requirements, limited group sizes, separate health clinic areas, etc.

The contractor will be required to submit a safety plan with their camp request each summer. The format will be provided by the DPR Camp Coordinator at the time of the request.

STAFFING REQUIREMENTS

The Contractor shall comply with the following staffing requirements:

- A. Provide staff to participant ratios listed in the Summer Camp Manual (Exhibit D). However, regardless of the ratio, at least 2 staff must be present on-site at all times.
- B. Provide certified personnel to render adult and child CPR and First Aid at the campsite at all times.
 - Personnel must have these certifications at least one week prior to the respective camp start date.
 - The DPR Camp Coordinator may request proof of these certifications at any time
 - i. Copies of the certifications must be given to the DPR camp coordinator within two calendar days of the date of the request.
- C. Provide certified personnel to administer medication in the event a participant requires medication.
 - Personnel must have these certifications at least one week prior to the respective camp start date.
 - To be considered certified personnel, the staff member must have an active Medication Administration Training (MAT) certification. Contractors provide copies of these certifications.
 - The DPR Camp Coordinator may request proof of these certifications at any time
 - i. Copies of the certifications must be given to the DPR Camp Coordinator within two calendar days of the date of the request.
- D. Provide Directors meeting the following criteria:
 - Must be at least twenty-one years of age.
 - Must be on-site at all time of the camp's operation
 - Must have a minimum of one year of experience and training working with youth in a childcare or recreation program environment.
- E. Provide staff members (Group Leaders) meeting the following criteria:
 - Must be at least eighteen (18) years of age.
 - Must have a minimum of three months of experience and training working with youth in a childcare or recreation program environment.
- F. Provide staff members (Not in Leadership) with the following criteria:
 - Contractors may have staff members younger than 18 years of age; however, that staff member cannot be left alone with camp participants.
 - Staff under the age of 18 do not count towards participant ratios.

POST-CAMP

Contractors are expected to stay in good standing with Arlington County by obtaining an average of good/acceptable rating from their site visits and customer satisfaction surveys. Customer satisfaction surveys are revised annually by the County, the County will provide the Contractor a copy of the Customer satisfaction prior to the first day of camp.

- A. All camp programs shall be evaluated by program participants and/or parents/guardians of program participants.
- B. Not later than the third (3rd) calendar day after the end of each camp session, the Contractor shall e-mail or provide to all participants a link provided by the County to the Contractor for an online Parent/Guardian Questionnaire.
- C. Contractors shall receive survey results for their camps at the end of the summer season. Should DPR receive a negative comment during the summer, DPR shall notify the contractor within a week of receiving it so potential issues can be addressed.

COUNTY SUPPORT PROVIDED TO THE CONTRACTOR

The County shall:

- A. Advertise the programs in applicable materials. The Arlington County Camp Catalog is mailed extensively throughout Arlington County, posted online, and distributed through County offices.
- B. Provide agreed upon indoor and/or outdoor facilities for programs at County locations, if applicable.
- C. Provide additional space for specialized programming or inclement weather can be negotiated and may be at the expense of the Contractor.

RESCHEDULE, CANCELLATIONS, & REFUNDS

The County's Project Officer shall make every effort to find an available alternative location where the Contractor(s) can deliver the program services up to 48 hours prior to the camp start date. If a situation arises mid-week, the Project Officer will try to find alternative space to relocate the camp that same week. If no alternative location is available, then the remaining program schedule shall be postponed until an available alternative location can be reserved or canceled. Please note that the County shall determine the best course of action to provide facility maintenance to County locations with minimal impact on the Contractor(s) ability to render the services and/or the program operation.

Should maintenance be required at a County facility in which a program(s) is to be held or is currently in progress, the County reserves the right to relocate the program(s) to an alternate County facility, or upon agreement, the Contractor's place of business or other off-site location.

The County shall not be responsible for any loss in the Contractor's income or wages due to scheduled maintenance, emergency repairs, inclement weather cancellations, and/or any unforeseen circumstances that require the closure of a County facility.

Whenever possible, County staff may provide at least 30-day notice to the Contractor(s) for any scheduled maintenance.

Camps that do not meet the minimum enrollment 14 days prior to camp will be canceled by the Project Officer. DPR will communicate to the participant via email.