

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT**  
**101 EAST 11<sup>th</sup> STREET, CITY HALL, SUITE G-13**  
**CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: 163194 Ordering Dept.: Youth and Family Development

Buyer: Deidre Keylon; e-mail: [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) (NO E-MAILED PROPOSALS ACCEPTED!!!!)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

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Products or Services Being Purchased: **CHATTANOOGA YOUTH GOLF PROGRAM**

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**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN**

**4:00 P.M. E.S.T. ON FEBRUARY 20, 2018**

**ALL QUESTIONS MUST BE RECEIVED IN WRITING AND AS SPECIFIED AND NO LATER THAN**

**4:00 P.M. E.S.T. ON FEBRUARY 12, 2018**

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The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

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**NOTE: ALL PROPOSALS MUST BE SIGNED.**

**All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.**

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PLEASE PROVIDE THE FOLLOWING:

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

Mailing Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone/Toll-Free No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

**COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL**

City Of Chattanooga, Tennessee  
Department of Youth and Family Development



Request for Proposal

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Chattanooga Youth Golf Program

February 2, 2018

To operate, maintain and manage a youth golf program for the City of Chattanooga Youth and Family Development Department Recreation Division.

# SECTION I

## OVERVIEW

The Department of Youth and Family Development of the City of Chattanooga is seeking proposals for Chattanooga Youth Golf Program. The awarded Contractor(s) will be responsible for the professional quality, technical accuracy, and the coordination of all services provided.

Any Blanket Contract for services described herein shall be for a period of one (1) year, with two (2) additional optional one (1) year renewal periods, upon agreement of both parties.

The final number of contract(s) awarded will be within the sole discretion of the City. There is no guarantee that any work will be requested from an awarded Contractor.

## GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be in a clearly labelled package and submitted as otherwise specified to the Purchasing Department, City of Chattanooga, for time-stamping by no later than 4:00 p.m., e.s.t. on February 20, 2018, to the attention of:

City of Chattanooga Purchasing Department  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402

**Late or misdirected proposals shall be rejected and offered for return at the expense of the vendor, unopened without exception. Postmarks are not accepted.**

### Quantity and Format

Proposer shall submit three (3) complete copies of the proposal as follows; one (1) original (bound); one (1) copy (unbound); and one (1) electronic copy in PDF format on a flash drive, not a disc. All proposals shall be submitted in a sealed non-transparent envelope or box clearly labelled with the issuer's name and address and **"RFP No. 163194 - Chattanooga Youth Golf Program."**

### Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

### Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

#### Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

#### Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

#### Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content. **The maximum number of pages permitted in the proposal is thirty. The Purchasing Department will accept only the first thirty [30] pages submitted.**

#### Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions which may be read at:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

**Any exceptions to the RFP itself or to the Standard Terms and Conditions must be submitted with the Proposal.** Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole

discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Any resulting contract shall be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract", based on mutual agreement of the other governmental agency and the Proposer. Other agencies, under separate agreement, are allowed to purchase the same items, at the same terms and conditions as this proposal, during the period of time that this contract is in effect. Potential contractual liability matters resulting from any "piggyback contract" shall be the responsibility of the other Tennessee governmental agency placing the order.

#### LIABILITY/ENFORCEMENT OF RULES AND REGULATIONS

The organization, by submitting a Proposal, agrees that upon award of a contract for such services, it will indemnify and hold harmless the City of Chattanooga for any and all claims, suits, causes of action, judgments, or damages, including damage for care and loss of service because of bodily injury, sickness, or disease, including death, resulting therefrom, sustained by it or any person or persons, and because of injury to or destruction of property, including loss of use thereof, caused by or arising out of or resulting from the use of the above described property.

The selected organization, prior to commencement of work, shall provide a Certificate of Insurance in such form as the City Attorney shall require showing comprehensive general public liability and property damage coverage (and other required coverage) in amounts not less than set forth in the "Requirements for Insurance Coverage" as detailed at [www.chattanooga.gov/Purchasing/Standard Terms & Conditions](http://www.chattanooga.gov/Purchasing/Standard Terms & Conditions).

#### AMENDMENTS

The parties may from time to time amend this contract by agreement. Such amendments shall be effective upon the approval of the City and Organization.

#### Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings as described in this document or as otherwise required by the Issuing Department and the City Purchasing Division.

#### RECORDS OF FUNDS UNIQUE TO THE PROGRAM TYPE

##### Tournament or Other Funds Collected Must Be Maintained in Separate Accounts:

It is necessary that the awarded contractor have clear rules and procedures to prevent any employee from raising tournament or other funds that do not go into an account that is established and used only for that purpose. The Department of Youth and Family Development may ask to be provided with a record of all transactions from that account. This measure protects against the risk that contributions collected could be used for a purpose other than the intended purpose, and it protects those funding the program from being unable to receive reimbursement due to a lack of acceptable records establishing the source of funds.

## REQUEST FOR ADDITIONAL INFORMATION

All questions and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 p.m., e.s.t. on February 12, 2018, and shall be clearly labelled as :QUESTION re:RFP No. 163194 Chattanooga Youth Golf Program and sent to:

City of Chattanooga Purchasing Division  
Attn: Deidre Keylon, Buyer  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244  
rfp@chattanooga.gov

## COMMUNICATION POINT OF CONTACT

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named, until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

## **PROPOSAL SCOPE OF WORK**

### **Desired Outcomes:**

This is a proposal to tailor and deliver our golf and youth development program to children in collaboration with the City of Chattanooga Youth and Family Development Centers.

### **Scope of Work Includes:**

Program is to introduce children (ages 8 and older) to Guiding Principles and life skills while we introduce them to the game of golf. Then we build on this base and teach them how to set and reach their goals. As they develop as players, we add competition and the opportunity to play multiple courses. Throughout the program, we address how to apply the Guiding Principles and life skills to everyday situations.

Some simply enjoy playing with family and friends. Many go on to compete on Middle School and/or High School Teams. Others play in local, regional and national Junior Golf tournaments. All who have indicated they wanted to play college golf have gone onto earn golf scholarships. Whether they become competitors or play golf for the enjoyment of the game and fellowship among friends and families, we see this as an accomplishment. Golf is a game that is played by people of all ages. It truly is a game for a lifetime. What a great way to get a bit of exercise and to enjoy the beauty of nature!

More important than the development of proficiency in playing golf, we facilitate the adoption and adherence to Guiding Principles by our golfers that will serve them throughout their lives. Living with thanksgiving, having consideration for others, having and showing respect, taking responsibility, behaving in a disciplined manner, accepting reality and adjusting accordingly, being honest, acting with integrity and having generosity of spirit will help them be joyful, well adjusted, productive and vital participants in their communities.

In addition to the core program, we will reintroduce our Youth to Work Program by hiring 3 teenage golfers (with scoring average of 90 or lower) to serve as coaches. Those who are interested will apply to the program. We will teach them how to apply for a position, to prepare and participate in an interview, and how to follow-up after an interview. If they are hired, we will have coach training along with general training about being a good employee. As they coach, we will provide reg

**Vendor will be required to submit documentation including at a minimum: numbers served, outcomes, and programs completed.**

## **PAYMENT OF SERVICES**

1. The City will make payment according to the City's policies and procedures.
2. QUARTERLY Invoices
  - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
acctspayable@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.



## **REVIEW AND EVALUATION OF PROPOSAL**

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

### **Evaluation Committee**

A committee consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

### **Evaluation Criteria**

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **25 points: Competence/Approach to Scope of Work**
- **25 points: Qualifications**
- **40 points: Experience including Reference Projects**
- **10 points: Price/Value/Cost Efforts**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

### **Formal Presentations**

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified firms for formal presentations. The City reserves the right to invite any number of Proposers to give a formal presentation.

The Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

### **Selection of Finalist(s)**

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

## **RESPONSE FORMAT**

### **Cover Letter**

Include a cover letter, issued by an Officer of the proposing entity, introducing your company, summarizing your qualifications, and detailing any exceptions to the RFP and/or Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

### **Competence/Approach to Scope of Work [25 points]**

- Offeror shall demonstrate in detail how each SOW will be addressed in order to achieve the stated Outcomes of this solicitation.

### **Qualifications[25 points]**

- Describe your qualifications to complete the Statement of Work

### **Experience including Reference Projects [40 points]**

- Demonstrate your/your firm's knowledge in the provision of services related to the project.
- Demonstrate your/your firm's related project experience.
- Demonstrate your/your firm's financial and manpower capacity to perform work.
- List all current litigation(s) in which you/your firm is a defendant (not the legal details).
- Clearly define your/your project team's organizational structure including defined responsibilities and use of subcontractors.
- Demonstrate your relevant experience of proposed team members.
- Explain your/your team's unique experience, expertise, and/or approach for completing the project.
- Identify your/ your team members who will be responsible for developing and providing information to City of Chattanooga
- Identify yourself/team members responsible for meeting with and advising City of Chattanooga.

### **Reference Projects**

- Demonstrate ability to perform similar projects on-time and on-budget.
- Detail experience on a minimum of two (2) projects of similar scope.
- Identify when the work was completed (preference is given to more recent projects of similar scope).

Include the following:

- City/agency/department/office for which performed

- Dates of project, Type of project, Dollar value, Is the entity still utilizing your service/product?
- Owner contact information for the listed projects, including an email address that can be used as reference verification.

Bad contact information and/or non-responsive references will be reflected in the scores.

### **Price / Value/ Cost Efforts (10 Points)**

Identify an annual all-in cost for this service.

This Annual Cost must include the following:

- All warranty and/or extended warranty costs.
- All licensing or maintenance costs.
- Include all additional lifecycle costs.
- Includes implementation

## APPENDIX A - ADDITIONAL FORMS PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer:  
\_\_\_\_\_
2. Main office address:  
\_\_\_\_\_  
\_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
  - a. Email Address:  
\_\_\_\_\_
4. Proposers federal tax identification number:  
\_\_\_\_\_ *(Please attach Form W-9)*
5. The proposer is organized as a  
\_\_\_\_\_
6. The date the proposer was organized in its current form:  
\_\_\_\_\_
7. If a corporation, the state where it is incorporated:  
\_\_\_\_\_
8. Is your company registered with the Tennessee Secretary of State?
  - a. ☐ YES
  - b. ☐ NO - Please explain  
\_\_\_\_\_  
\_\_\_\_\_
9. How many years have you be engaged in the business described in this solicitation, under your present firm or trade name:  
\_\_\_\_\_

10. Describe any pending plans to sell or merge your company.

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11. Have you ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

12. Have you ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

13. Have you ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

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b. ☐ NO

14. Bonding

a. Limit: \$ \_\_\_\_\_

b. Bonding Company: \_\_\_\_\_

c. Address: \_\_\_\_\_  
\_\_\_\_\_

d. Phone Number: \_\_\_\_\_

**Chapter No. 817 (HB0261/SB0377).**  
**"Iran Divestment Act" enacted.**  
**Vendor Disclosure and Acknowledgement**

**By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.**

**(SIGNED)** \_\_\_\_\_

**(PRINTED NAME)** \_\_\_\_\_

**(BUSINESS NAME)** \_\_\_\_\_

**(DATE)** \_\_\_\_\_

For further information, please see website: [www.tn.gov](http://www.tn.gov), type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," and search to access a link to the "Public Information Library." <https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106, Iran Divestment Act. The list, which is periodically updated, is there. Currently, as of 1/4/18, the link for the list is available at this address:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

## **Affirmative Action Plan**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."



- b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

**No Contact/No Advocacy Affidavit**

City of Chattanooga

Purchasing Division

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes  
and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

\_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached  
sealed solicitation  
response to Solicitation # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that  
the Submitter has taken notice, and will abide by the following No Contact and  
No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_  
\_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_