

**City of Torrance
Community Services Department
CULTURAL SERVICES DIVISION**

Contract Class Proposal

(As of 1-28-2015)

Guidelines for submitting a Contract Class proposal are as follows:

Prospective contractors must submit a written, professional proposal to the City of Torrance Community Services Department Cultural Services Division on your business letterhead (if you have it) that provides a complete outline pertaining to your proposed class and consists of at least the following information:

- a. What type of class do you want to teach (the subject matter)?
- b. To whom do you want to teach (i.e. age group)?
- c. What is the optimal minimum and maximum numbers of participants for the class?
- d. "Why" do you want to teach the proposed class (i.e. what is/are the benefits to the participant in taking the class, and why should it be offered as a City of Torrance Cultural Services class)?
- e. The time of day/night you would like to teach and where you would like to hold the class (if you have an idea or especially if you have only a specific day/date/time you want to offer the class)?
- f. Is the proposed class a one day, or multiple days, or multiple week class?
- g. When (the dates in the time of year) do you want to hold the class?
- h. What is the price that you want to charge each participant? (* See information below on City & Contractor split of participant fees)
- i. Does the fee include all materials and supplies? If not, what are the additional costs? Can the supplies be purchased independently or do they have to be purchased from you?
- j. What are your qualifications to teach the proposed class?
- k. Provide 3 references (1 of which should be from a City or institution where you taught before if possible).
- l. Would you be the sole instructor or would there be other instructors (if there are, what are their qualifications and references)?
- m. Would there be any requirements for materials or supplies from the City that you need for the class? What about special facility needs?

- n. Contractors must be willing to enter into an agreement with the City of Torrance whereby for each participant, a registration fee is included in the fee paid by each participant which is retained by the City, then of the remaining fee, the City of Torrance retains a percentage and the contractor a percentage.

The current registration fee is \$4 per participant. City/Contractor splits are typically 70% to the Contractor and 30% to the City if held at a contractor's site and 60% to the Contractor and 40% to the City if held at a City site. However, the percentage retained by the City must cover the *direct costs* expended by the City pertaining to the program and *any indirect* (or administrative overhead) costs attributable to the class. Therefore the City/Contractor splits and/or the class minimums and maximums are all factors that determine the final results of a contract proposal.

CONTRACTOR REQUIREMENTS BEFORE ENTERING INTO A CONTRACT WITH THE CITY OF TORRANCE

1. Must obtain a City of Torrance Business License and renew it annually as long as the contractor is offering classes with the City.
2. Contractor must have annual one million dollar general liability insurance policy, naming the City of Torrance as additionally insured.
3. Contractor must provide annual fingerprinting for all personnel working with children. Fingerprinting must be completed at the city designated live scan facility.
4. Contractor must provide workers compensation insurance for all employees.
5. Contractor must be able to provide auto liability insurance.

PROCESS FOR APPROVING A CLASS

All proposals are reviewed by staff. If the proposal meets our current programming needs, staff will contact you to schedule a meeting to discuss the proposal. Due to the volume of proposals we receive we cannot respond to proposals that do not meet our current needs, however your proposal will be kept on file for future review.

If an agreement is reached between the prospective contractor and staff, the proposal may be forwarded to the City Council for approval and appropriate funding. Contractors will be expected to attend the meetings of the City Council.