

VILLAGE OF NYACK, NEW YORK
is accepting
Requests for Proposals
for a
Qualified Entity to Administer and Operate
CAMP NYACK

SECTION 1

PURPOSE, SCOPE & ADMINISTRATIVE REQUIREMENTS:

A. PURPOSE:

The Village of Nyack is seeking proposals for the complete outsourcing of the administration and operation of Camp Nyack.

B. SCOPE:

The administration and operation of Camp Nyack should include the development and oversight of a summer camp program for children who live in the Village of Nyack. The range of age of the children to be served are those who will enter 1st Grade in September of 2012, to those children entering 6th Grade in September of 2012.

C. ADMINISTRATIVE REQUIREMENTS:

The qualified Entity will be responsible for, but not limited to, the scheduling of all registrants, creation of physical and educational activities, hiring of a bus company for pickup of children within the village limits only, the hiring of all required personnel, and the proper administration and accounting of village funding. Refer to appendix A for the scope of programming available in past years.

D. OPERATION REQUIREMENTS:

The qualified Entity will offer age appropriate programming for the age groups represented in subsection B. The qualified Entity will use and adhere to all requirements defined by the Camp Nyack Manual (appendix A attached). The Camp Nyack Manual sets forth administrative and programming standards established in past years, and is meant to be a guide for bidders in preparing a proposal for the 2012 Summer Camp season. Operations and programming need not be identical to those offered in past years, but all responses should set forth administrative and programming standards which reflect the basic programming previously offered in the Summer Camp.

All applicable laws and regulations for staffing and operations as per state, county and local mandates are to be adhered to and implemented for the duration of the Nyack Camp season.

SECTION 2

COVER LETTER:

SECTION 3

VENDOR INFORMATION:

A. BUSINESS ORGANIZATION AND PERSONNEL

State the full name and address of your organization that will perform, or assist in performing, the work hereunder. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract.

B. MANAGEMENT SUMMARY

Describe in narrative form the management structure, methods, and procedures selected by your organization to complete the project as described in Section 1.

C. PRIOR EXPERIENCE DISCLOSURE

Given the project objectives, the vendor should demonstrate an established competence with respect installing a community notification system to achieve project objectives within time and cost constraints.

Proposals submitted should include in this section a listing of qualifying experience. These references must include a complete project description, the name, address, and phone number of the responsible official of the client organization who may be contacted. References of similar size municipalities and requirements are encouraged, though not required.

D. PRIVACY DISCLOSURE

The selected vendor must provide the Village of Nyack with a comprehensive privacy statement outlining its contractual obligations to maintain privacy regarding the names of the clients. The vendor shall include in that statement that it will not sell, lease, share, rent, or barter personally identifiable information (names, addresses, phone numbers, etc.) to any companies or persons at any time..

SECTION 4

PRICE INFORMATION:

The Village of Nyack, NY, is seeking a hosted solution whereby pricing is structured as follows:

A. All responses shall include a price per child for all camp program activities.

B. Insurance - Responses shall consider and agree to provide the insurance coverage as set forth on Appendix B.

SECTION 5

REJECTION OF PROPOSAL / CONTRACTOR SELECTION:

A. The Village of Nyack, NY, reserves the right to reject any or all submissions, to waive any irregularity or informality in a submission, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Village. It is also within the right of the Village of Nyack,

NY, to reject submissions that do not contain all elements and information requested in this document. The Village reserves the right to cancel this RFP at any time. The Village of Nyack, NY, will not be liable for any cost/losses incurred by the Offerors throughout this process.

The Village of Nyack, NY, reserves the exclusive right to determine which Contractor(s) should be awarded the Contract. The Village of Nyack, NY, also reserves the right to reject any or all bids at its discretion with or without cause.

B. Responses to the RFP may be submitted to the Nyack Village Clerk, 9 North Broadway, Nyack, NY 10960. Regarding: "CAMP NYACK".

C. Responses must be postmarked on or before March 30, 2012