



## Request for Proposal

The City of Hollister is requesting proposals from interested Recreational programs for the youth, adults, seniors, and families in Hollister. Specifications can be obtained at Hollister City Hall, 312 Esplanade Street, P.O. Box 638, Hollister, MO 65673 or contact Jeramie Brannon at (417)331-2241.

Requests for proposals will be accepted until Wednesday, February 15, 2023 at 2:00 PM. The City of Hollister reserves the right to reject any or all proposals received.

Bridget Epps  
City Clerk

# Application for Proposal



Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Please check box on programs interested in providing

## Youth Programs:

Arts	<input type="checkbox"/>
Baseball	<input type="checkbox"/>
Basketball	<input type="checkbox"/>
Dance	<input type="checkbox"/>
Flag Football	<input type="checkbox"/>
Music	<input type="checkbox"/>
Soccer	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Tackle Football	<input type="checkbox"/>
T-Ball	<input type="checkbox"/>
Tennis	<input type="checkbox"/>
Theatre	<input type="checkbox"/>
Tumbling Gymnastics	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>

## Adult & Seniors Programs:

Basketball	<input type="checkbox"/>
Dance	<input type="checkbox"/>
Fitness	<input type="checkbox"/>
Flag Football	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>

Please attach a detailed narrative of proposal including cost of each program:

## Request for Proposal

Hollister Parks and Recreation

City of Hollister

This is a Request for Proposal to provide Recreation programs for the youth, adults, seniors, and families in Hollister from April 1, 2023 to March 31, 2024. Hollister Parks and Recreation would like to identify the entities that are interested in proposing to contract with the City of Hollister to provide recreational facilities and/or programs. These partnerships should be mutually beneficial for all proposing partners including the City, and particularly beneficial for the citizens of the community.

Sealed Proposals are to be received no later than 2:00pm Wednesday, February 15, 2023 to:

**By Mail:**

Jeramie Brannon,  
Parks and Recreation Director  
PO Box 638  
Hollister, MO 65673

**In Person:**

Jeramie Brannon,  
Parks and Recreation Director  
City Hall 312 Esplanade St  
Hollister, MO 65672

**Partnership Definition:**

- For purpose of this document and policy, a partnership is defined as a contractual relationship between the City of Hollister and for-profit, non-profit, and/or Governmental entities, outlining the application of combined resources to develop and deliver; facilities, programs, and/or amenities for the City and its citizens.

A partnership is a cooperative venture between two or more parties with a common goal, who combine complimentary resources to establish a mutual direction or complete a mutual beneficial project. Partnerships can be facility-based or program-specific. The main goal for the City of Hollister Parks and Recreation Department partnerships is enhancing public offerings to meet the mission and goals of the City. The City of Hollister Parks and Recreation Department is interested in promoting partnerships which involve cooperation among many partners, bringing resources together to accomplish goals in a synergistic manner. Proposals that incorporate such collaborative efforts will receive priority status.

**Overall Goal**

- To provide recreational, cultural, health and lifelong educational opportunities for residents of all ages.

**This policy document is designed to:**

- Provide essential background information.
- Provide parameters for gathering information regarding the needs and contributions of potential partners.
- Identify how the partnership will benefit the City of Hollister Parks and Recreation Department and the community.

**In order for partnerships to be successful, the following elements should be in place prior to partnership contracting:**

- There must be support for the concept and process of partnering from the very highest organizational level- i.e.: the board or trustees, a council, and/or department head.
- The most successful agencies have high-ranking officials that believe that they owe it to their citizens to explore partnering opportunities whenever presented, those communities both solicit partners and consider partnering requests brought to them.

**Benefits for the City and the Community:**

- Merging of resources to create a higher level of service and facility availability for community members.
- Making alternative funding sources available for public community amenities.
- Tapping into the dynamic and entrepreneurial traits of private industry.
- Delivering service and facilities more efficiently by allowing for collaborative business solutions to public organizational challenges.
- Meeting the needs of specific groups of users through the availability of land for development and community use.

**The Partnering Process:**

- The potential partner takes the first step to contract with the City. To help in reviewing both the partnership proposed and the project to be developed in partnership, the City asks for proposal according to specific formats.
- If initial review of a proposal yields interest and appears to be mutually beneficial based on the City goals and the selection criteria, a City staff or appointed representative will be assigned to work with potential partners.
- The City representative is available to answer questions related to the creation of an initial proposal, and after initial interest has been indicated, will work with the proposing partner to create a checklist of what action needs to take place next. Each project will have distinctive planning, design, review, and support issues. The City representative will facilitate the process of determining how the partnership will address these issues. These representatives may also facilitate approval and input from any involved City departments, providing guidance for the partners.

- If all is approved, the contract begins. The City is committed to upholding its responsibilities to partner from the initiation through the completion of a contract.

**Funding:**

- The percentage of funds depends on the pre-approved percentage of participation.

**Insurance:**

- An insurance policy naming the City as an additional insured shall be presented for public liability in the amount of \$ 100,000.00 per person and \$ 1,000,000.00 per occurrence for personal liability and for property damage in the amount of \$ 1,000,000.00.

**The non-inclusive listing below is representative of desired programs:**

**Youth Programs:**

Arts	Music	Theatre
Baseball	Soccer	Tumbling Gymnastics
Basketball	Softball	Volleyball
Dance	Tackle Football	
Cheerleading	T-Ball	
Flag Football	Tennis	

**Adult Programs:**

Basketball	Flag Football
Dance	Softball
Fitness	Volleyball

**Senior Programs:**

Fitness

**Please fill out the attached application**

If you have any questions concerning this Request for Proposal, please contact Jeramie Brannon, Parks Director by phone 417-331-2241 or by e-mail [parks@cityofhollister.com](mailto:parks@cityofhollister.com).

Jeramie Brannon  
Parks Director