



The Wellness Center
THE PREMIER FITNESS CENTER IN THE VALLEY

Request for Proposal

Physical Activity Instructor

The Big Pine Wellness Center

Submission Information:

DATE: June 9, 2017 (updated)

PROJECT TITLE: Physical Activity Instructor

PROPOSAL DUE DATE: Open Until Filled

PROJECTED START DATE: As soon as possible

SUBJECT/PUPOSE OF ANNOUNCEMENT: The Big Pine Wellness Center is seeking proposals from qualified individuals to instruct **Strong & Steady**; a beginner fitness class for people who struggle with balance, stability and mobility. Let us know your strengths, goals and experience!

The outline of service will include:

1. Instruct **Strong & Steady** class twice a week.
Preference: Mondays & Tuesdays: 10:30am-11:30am
*Times and days negotiable
2. Represent the Big Pine Wellness Center in a respectful and professional manner.
3. Provide alternative workouts to accommodate all fitness level patrons.
4. Provide outstanding customer service at all times.
5. Individuals with exercise certifications preferred, but not required.

Proposals should include:

- Hours preferred
- Compensation requested. Bi-weekly or monthly invoicing required; no weekly invoicing.
- A brief summary of your interest, experience and/or education related to physical activity instruction for clients with disabilities, and a copy of any related certifications including CPR.
- Minimum 2 references

Further Conditions:

- A. Strict confidentiality must be observed at all times.
- B. Contractor must provide appropriate insurance for injuries incurred while working under this contract.
- C. No-sub-leasing of this contract is allowed.

Contractor will work closely with the Big Pine Wellness Center Supervisor and Wellness Center staff.
Must have own transportation.

Submission Deadlines and Delivery

All submissions for responding to this request must be submitted on paper and in a sealed envelope marked: **Physical Activity Instructor** and delivered to the Big Pine Tribal Office or mailed to the BPPT at the address below.

Jill Paydon, Tribal Administrator
Big Pine Paiute Tribe
P. O. Box 700
Big Pine, CA 93513

Submission Questions and Clarifications

All RFP submissions should list past experience and qualifications and at least two current references, not related to the individual with current mailing address and valid phone numbers. Please state the hourly dollar amount requested. If Tribal members or Native Americans are claiming Indian Preference, they must complete a TERO Application including proof of enrollment.

Final selection will be based on the responsible and responsive bidder whose bid meets the requirements of the Request for Proposals and offers the best value to the Big Pine Wellness Center operations and clientele.

If you have any questions or require clarification on any topics covered in this Request for Proposal contact: Jill Paydon @ (760) 938-2003 or j.paydon@bigpinepaiute.org