



The Wellness Center  
THE PREMIER FITNESS CENTER IN THE VALLEY

# Request for Proposal

## Physical Activity Instructor

### The Big Pine Wellness Center

#### Submission Information:

##### Request for Proposals

DATE: May 11, 2017

PROJECT TITLE: Physical Activity Instructor

PROPOSAL DUE DATE: May 26, 2017

PROJECTED START DATE: June 8, 2017

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.
- Include 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 Manager 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 BPPDC office, as stated below:

**FOR MAIL SUBMISSION, MUST BE POSTMARKED BY May 26, 2017**

**Mariah L. David**  
Supervisor, Big Pine Wellness Center  
P.O. Box 566  
Big Pine, CA 93513

**FOR HAND DELIVERED, RFP MUST BE DELIVERED BY 5:00 P.M. May 26, 2017**

Mariah L. David, Wellness Center Supervisor  
825 S Main St.  
Big Pine, CA 93513  
(760) 938-2800

### **Submission Questions and Clarifications**

If you have any questions or require clarification on any topics covered in this Request for Proposal contact: Mariah L. David @ (760) 938-2800 or mariah.david@bigpinepaiute.org

### **Selection Criteria**

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 offer the best value to the Big Pine Paiute Development Corporation.