

Statement of Qualifications

Recreation Services Roster

Statement of Qualifications (SOQ) Submittal Requirements

Introduction

The Recreation Services Roster introduces your business and the services you provide to the various public agencies participating in the Shared Procurement Portal's online roster. Public agency staff utilize the roster to solicit qualifications, proposals, and quotes for a variety of services.

Businesses selected from the roster must comply with all agency's contracting requirements and laws. Acceptance onto the roster does not guarantee any work or service with participating agencies.

Definition

Recreation Services typically utilized by public agencies include:

- Instruction in a wide variety of topics of interest to pre-school, youth, adults, and older adults including the arts, adventure education, cards & games, computer skills, dance, health & fitness, sports, wellness, music, language & culture, science, personal enrichment, travel, farm-related education, animal education/lessons, social skill development, and lifelong learning skills.
- Practitioners such as Massage Therapists, Reflexologists, Nurses
- Entertainers
- Special Event Vendors

Submittal Requirements

Statement of Qualifications should include:

General Information

General information on the service(s) you provide, including number of years of experience, size of organization, contact information including phone, address, e-mail and website..

Course Specific Information

Specific information on the course(s) you provide, including proposed course title(s), brief description of course(s) (25 or so words per course), participant fees, and proposed day of week and time of day.

Qualifications

Describe your capabilities, qualifications and expertise in providing Recreation Services for each subject for which you wish to be considered (max 8 pages)

References

Provide a list of references and, when applicable, a list of other locations where you have provided similar services.

Public Records

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this application (the "documents") become a public record upon submission, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law

Contact

If you have a question about a specific RFP/RFQ, please refer to the RFP/RFQ contact person.

Important: SOQs must include all elements outlined above and should be kept updated or your services may be screened out of the RFP/RFQ selection processes.