



City of Mission Viejo

Contract Class Proposal

Potocki Center for the Arts

Dear interested Contract Instructor,

Thank you for your interest in offering classes through the City of Mission Viejo. Below is information on how to become a Contracted Instructor.

A Contract Instructor is an independent contractor for the City, not an employee. A Contract Instructor signs a contract with the City to provide classes as described in a submitted proposal. Contractors do not rent City facilities, however a portion of the fees collected are retained by the City to cover facility usage, registration, administration, and promotion of your class in *Mission Viejo Life*.

APPLICATION PROCESS

STEP 1

- Fill out the attached “*Independent Contract Class Application*”. This form can be emailed to Mike Holt, Potocki Center for the Arts Administrator at mholt@cityofmissionviejo.org.
- Review the quarterly submission deadlines below. Ample time is required for the City to review your class information and submit information for the quarterly *Mission Viejo Life* magazine. Proposal deadlines are strictly enforced.

Quarterly Submission Deadline				
	Fall	Winter	Spring	Summer
Course Period	September - November	December - February	March - May	June - August
Submission Deadline	May 1	August 1	November 1	February 1

STEP 2

The Contract Class Coordinator will review the details you submitted and determine

- If the proposed course can be accommodated at the requested facility.
- If the proposed curriculum does not conflict with currently offered classes.

This process may take 4-8 weeks, which starts at the submission deadline.

STEP 3

If the class proposal is accepted, the following documents must be provided for final approval to occur:

- Completed Mission Viejo Vendor Application.
- A fully completed and executed Internal Revenue Service Form W-9.
- Insurance and separate additional insured endorsement form required if deemed necessary by City. Insurance requirements to be determined by City of Mission Viejo Risk Management, signed contract with City rules and regulations, schedule of class offered and fees.
- Fingerprinting and criminal background checks are to be processed for all Contractors, additional staff, substitute Contractors, and volunteers.

STEP 4

- Meet with the Contract Class Coordinator to complete a site check.
- Review the payment process.

COURSE INFORMATION

- It is the responsibility of the Contract Instructor to teach the class, provide the course curriculum, and provide all necessary materials or specialty supplies.
- Contractors determine the number of courses they wish to offer each session. If necessary, the City reserves the right to decrease offerings based on space availability and enrollment.

- Contractors will set their own fees for each course.
- Contractors are responsible for the overall promotion and filling of their own classes.
- Class content and quality is very important to the City. City staff has the right to observe classes/activities at any time.
- Each class is designated with a minimum/maximum of student enrollment by the Contractor and City.
- The City finalizes the facility space, times, and dates.

INSURANCE & INDEMNITY

For those classes where the City requires proof of insurance coverage, the following applies:

- The City requires proof of general liability coverage in an amount not less than one million dollars per occurrence and two million in the aggregate for bodily injury, personal injury, and property damage.
- The City must be named as an additional insured on separate additional insured endorsement form(s) using the specific wording: "The City of Mission Viejo, its officers, officials, employees, agents, and volunteers."

For all classes the following applies:

- All course participants are required to sign a waiver of liability, indemnifying the City. The waiver is included on the City registration form and held on file with the City offices.
- Participants who are not listed on class rosters are required to pay before class and sign waiver to participate.
- Signing the waiver is not optional. Class participation will be denied if the waiver is not signed by participant before the class.
- All Contractors, staff, and volunteers must be fingerprinted through the Department of Justice and complete a criminal background check. The cost for fingerprinting will be paid by the Contractor.
- Other insurance coverages may be required (workers' compensation and employer's liability, automobile liability, professional liability, etc.). The required insurance coverages for each class will be determined by City's Risk Management and will depend on the content of the class, whether the Contractor is an organization or business, and/or other factors relating to the class(es).
- Cost of required insurance coverages is the responsibility of the Contractor.

PAYMENTS & FEES

- If your course will be held at a City operated facility or park, including athletic fields and courts, or parks, Contractors will receive 70% of the gross revenue from the total registration fees collected per session. The remaining 30% is retained by the City.
- If your class will be held outside of City public spaces, such as a private business location or online, the Contractor will receive 80% of the gross revenue from the total registration fees collected per session. The remaining 20% is retained by the City. Classes organized at a private facility will require a written agreement to use the facility. This will include an understanding that the City of Mission Viejo can advertise classes offered there, and accept all registration fees. Additionally, the City may require periodical site checks.
- If your course requires a material fee, an itemized list will be required. The material fee will not be split.
- The City collected share of revenue covers the following items: facility maintenance (if using a City facility) including restrooms. Registration management (including processing and credit card fees); transfers, withdrawals, refunds, management of online registration software. Course inclusion in City's quarterly *Mission Viejo Life* magazine, full-color, mailed to over 36,000 households and businesses; possible inclusion in the monthly e-Newsletter, and any additional marketing pieces to be designed and printed upon management approval.



CITY OF MISSION VIEJO

INDEPENDENT CONTRACT CLASS APPLICATION

All applications are confirmed within two weeks of receipt. Please note, the process takes between 4 - 8 weeks. Staff will contact you by phone or email to confirm receipt and anticipated date of confirmation. If you have any questions, please contact **Mike Holt** at mholt@cityofmissionviejo.org or by phone at **949-470-8470**. Thank you for your interest in becoming a contract Contractor with the City of Mission Viejo.

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

CLASS PROPOSAL INFORMATION - Each individual course requires a complete form

Course Title: _____

Ages: _____ Min. Enrollment: _____ Max. Enrollment: _____

Material Fee (attach itemized list): _____

Online Course
Description:

Magazine Course
Description:
(25 words or less)

Preferred Session / Season (Check all that apply) Summer (June/July/Aug) Fall (Sept/Oct/Nov) Winter (Dec/Jan/Feb) Spring (March/April/May)

Proposed Class Days / Times:

Day(s) of Week	Start Date	End Date	Time	Cost	Alternate Day

No Class Dates: _____

FACILITY USE REQUEST

Equipment Request	<input type="checkbox"/> Tables #	<input type="checkbox"/> Chairs #
	<input type="checkbox"/> Easels	<input type="checkbox"/> Audio Visual _____
	<input type="checkbox"/> Sink	<input type="checkbox"/> Whiteboard (markers not provided)

PRIVATE BUSINESS INFORMATION (IF APPLICABLE)

Business Name: _____

Owners Name: _____

Address: _____

PROFESSIONAL EXPERIENCE (PLEASE ATTACH RESUME)

List any experience that relates to this class (including other cities & registration):

List (2) City or Business references where you offer(ed) your program:

City/Business: _____

Phone: _____

City/Business: _____

Phone: _____

Additional relevant certifications / credentials (if applicable):

Title: _____

Date: _____

Title: _____

Date: _____

I, the undersigned, verify that the information provided in this application is complete and correct. I understand that providing false information could result in my application being fully dismissed from the review process and future potential contract opportunities.

Signature: _____

Date: _____

This form must be returned to Mike Holt at mholt@cityofmissionviejo.org.

City of Mission Viejo Potocki Center for the Arts