



CITY OF NEWTON

VENDOR & INDEPENDENT CONTRACTOR BROCHURE

Newton Parks & Recreation

246 Dudley Road

Newton, MA 02459

(617) 796-1500

parks@newtonma.gov



Dear Vendor,

We're excited about your interest in partnering with the Newton Parks & Recreation Department! We aim to provide traditional and innovative recreation, leisure, and cultural activities in a quality environment for all residents of Newton, to enrich the lives of individuals across all ages, abilities, and backgrounds. Community recreation plays a vital role in building strong social bonds, promoting wellness, and contributing to a vibrant quality of life for everyone we serve.

Vendors like you play an essential part in helping us fulfill this mission. By working together, we're able to offer engaging, high-quality programs that reflect the diverse interests and needs of our community. Your creativity, expertise, and commitment help us expand what's possible for our residents.

This packet includes important information regarding our department's procedures, expectations, and requirements for vendor collaboration. We encourage you to review it thoroughly. If you have any questions, please don't hesitate to contact your department representative. Once you've reviewed the materials and completed the necessary forms, please submit the full contract package to your department contact for processing.

We look forward to working with you!

Linda Berger
Director of Recreation and Community Programs

To request a program to be offered through the Department, you must submit:

- A completed Vendor Packet
- A completed Program Booking Sheet
- Certificate of Insurance naming the City of Newton as an additional insured (COI)
 - To be submitted once program is approved
- Current Tax Year IRS W-9 Form

The following guidelines have been established to ensure the best service delivery to our program participants.

By submitting a contract package to the Department, the Vendor agrees to the terms and conditions set forth in this packet.

- Conduct all registrations, process fees, refunds/cancellations, manage waitlists, and financial aid, as appropriate.
- Monitor enrollment to assess the maximum and minimum presented by the contractor.
- Provide suitable space and facility that is appropriate for the program, where applicable.
- Grant the vendor access to program space – issue keys, cards, combinations, or codes as necessary.
- Provide furnishings, tables, chairs, power, internet, lighting, and restrooms if Newton Parks & Recreation provides an indoor facility.
- Generate rosters and provide online access to enrollment information to the vendor.
- Promote the program through advertisements distributed by email and on social media platforms.
- Ensure a representative from the Department will be available to answer questions on the first day each class.
- Provide program rosters to the vendor five business days before the start of a program.
- The Newton Parks & Recreation Department reserves the right to observe, reschedule, postpone, combine or change classes.

Vendors or contracted instructors agree to:

Submit all required documentation prior to approval:

- W-9 form, Certificate of liability insurance showing the coverage required and listing the City of Newton as additionally insured
- CORI/SORI/background checks on all staff/volunteers working with minors
- Provide licenses or certifications, if applicable
- License agreement or other required permits
- If projected income exceeds \$10,000 annually, participate in the City's formal bid process.

Vendors or contracted instructors shall:

Coordinate with Newton Parks & Recreation Department to:

- Reserve facility space with a Recreation Manager.
- Provide and approve program information to promote the program by the brochure deadline.
- Submit a completed program booking form at least two months in advance
- Provide and manage all program materials, supplies, and equipment, including first Aid kits.
- Clean-up and remove any program supplies and return the facilities to the condition they were in the start of the program.
- Return borrowed items (keys, codes, etc.) at session end
- Maintain the staffing rations in the Program Proposal Form, or as otherwise approved by the Department.
- Ensure all staff are over the age of 16.
- Arrive at least 15 minutes prior to the program start time.
- Remain at the facility until all participants are picked up.
- Maintain clear communication with the Department.
- Report accidents/incidents to the Department within 1 hour for emergencies or 24 hours for all other incidents.

- Keep accurate attendance records and submit them to the Department with the final invoice.
- Repair any damage, at its own cost, to any portion of the City Property that it, its agents, servants, employees or contractors cause while they are carrying out the program.
- Vendors are responsible for all payments and benefits to their employees, agents, or independent contractors. They are also responsible for all their federal, state and local taxes, worker's compensation, unemployment and compensation coverage.
- Vendor services may be terminated at any time by the City of Newton in its sole discretion by providing written notice of the termination of the Vendor.

The City of Newton prohibits contractors and vendors to:

- Be alone with a child or transport a child in a personal vehicle
- Collect payments, handle registrations, or communicate directly with program participants outside of class hours.
- Use or store City property (copiers, computers, etc.) without prior written consent.
- Take photos or videos of participants without Parks & Recreation Department approval.
- Share facility access (keys, codes) with unauthorized individuals.

All communications as it relates to programming will be sent through MYREC software. Any promotional materials, specific to partnered programming should be sent to the appropriate Program Manager for distribution. It is expected that contact from instructors to participants only takes place during the program. If Newton Parks & Recreation finds that roster contact information has been distributed without the consent of the department or has been used inappropriately – termination of this contract will be exercised.

Child Safety:

City of Newton Parks & Recreation asks that a vendor maintain staff-to-child ratios.

A reminder: *Never* be alone with a child and never leave a child unattended. It is strongly recommended to have two staff members at all times.

Program ratios vary by type of activity, but recommended staff-to-participant ratios are 1 staff to 5 children under the age of 6 years and/or 1 staff to 10 for children over 7 years.

Cancellations and Make-up Sessions:

Newton Parks & Recreation will use its best efforts to provide space for make-up sessions when/if a program is canceled such as inclement weather, facility conflicts, or instructor absence.

If a vendor cancels a class because an instructor plans to be absent, they must notify the assigning Recreation Manager at least six (6) hours prior to the start of the scheduled class. If that time frame is not met, or make-up class is not able to be rescheduled, the City of Newton Parks & Recreation shall not owe a fee to the vendor for the cancelled class. This is to allow the department adequate time to contact families and provide alternative care if possible.

Programs that do not meet the minimum agreed upon registration requirements, will be canceled 7 days prior to the program starting.

Fee Structure And Payment Method:

As a vendor, you recognize the value of your services and know the market you are in better than anyone. We ask that you establish the price of your services. We will evaluate the requested fee and compare it to similar services offered within the Newton Parks & Recreation Department. Fees can be established per participant or per class.

Vendors/Contractors are prohibited from accepting payments, registrations, or conducting transaction. All transactions must go through MyREC registration system-www.newtonma.myrec.com.

Please note, Newton Parks & Recreation will add up to an additional percentage ranging from **10%-30%** of the fee based on facilities and resources needed for the class. For example, a program needing fields and lights would have 30% added to their program fee, while a program being held in a city owned facility, may only charge 20%, or a program on zoom would be charged 10%. The Department will notify the vendor the exact percentage when the program is approved.

Invoices for payment must be submitted within 30 days of the completion of the program. The invoice must include a date, invoice number, the dates of the program, and total the number of participants/hours worked. A sample invoice is included in this packet. Invoices must be submitted in the fiscal year in which the program/class takes place (July 1 – June 30) A check will be mailed to the address provided on the W9 form.

The Newton Parks & Recreation Department does not provide payment by cash or credit card, no exceptions. **PLEASE NOTE: In accordance with MA General Law 41, Sections 52&56, payment will only be made AFTER services are rendered. If contracted services are not rendered, no payment will be made.**

Online Registration:

To register: Registration can be completed online at www.newtonmarec.com. Enrollment is offered on a first-come, first-served basis. Program-specific forms and deadlines are available on the website. Non-residents may participate in designated classes for an additional fee and may have a later registration date, as noted online.

Payments: MyRec allows payment by Mastercard, Visa or Discover. If anyone wishes to register in person by check or cash, you can visit the Newton Parks & Recreation Department at 246 Dudley Road weekdays 9:00am-4:30pm.

Residents/Non-Residents: Our programs are supported solely by user fees and for most programs, Newton residents have registration priority unless otherwise noted.

Age Requirements: If a minimum age is specified for a program, a participant must be of that age by the start of the program. If a school grade requirement is specified for a program, it refers to the grade they are currently in, or if summer program, then for grade they will be entering.

Financial Aid: Vendor/contract classes are not eligible for financial assistance. We strongly recommend vendors allot a scholarship opportunity for income eligible families.

Photo Policy: The Newton Parks & Recreation Department reserves the right to photograph program participants for publicity purposes only. There may be some instances where photo consent is not granted. Please see the Recreation Program Manager for a list of participants who have opted out of photos for your program.

Inclement Weather: Some of our programs and classes rely on fair weather conditions. When conditions are not considered ideal whether it be heat/cold/ rain, Newton Parks & Recreation and the vendor work together for a solution, however, sometimes not all hours or days can be made up. When that occurs, there are no refunds or credits.

FALL SESSION:	September- December	Proposals Due July 15 th
WINTER SESSION:	January -March	Proposals Due October 15 th
SUMMER CAMP:	June- August	Proposals Due November 15 th
SPRING SESSSION:	March-June	Due February 1 st
SUMMER SESSION:	June- August	Proposals Due April 1st

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PROGRAM BOOKING SHEET

Program Information	Program Proposal (Vendor can attach separate document)
Vendor Name	
Class Name	
Description (Include Pre-requisites)	
Ages/Grades	
Program Fees	
Class Min/Max	
Staff: Child Ratio Summer Camp: Ages 7+ 1:10 Ages 6 and under: 1:5	
Location Request:	
Day of Week: (1 st & 2 nd Choices)	
Start/End Dates: (Note any exclusion dates)	
Start/End Time:	
Have you run classes or programs for Newton Parks & Recreation before? If not, please provide a reference:	
To your knowledge, is the program being offered in the City? If yes, where?	
Please list any special requirements to participate:	

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Owner's Name/Business/Vendor:	
Federal ID or SSN or TIN #:	
Business Website/URL	
Business Address/Business Phone	
Mobile Phone	
Primary Contact Email	
COI Expiration Date (if applicable)	

Are you able to offer a partial scholarship (50%) for one income eligible participant per session?

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Additional requests negotiated:

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To view Newton Public Schools Calendar: [Calendar](#)

City of Newton Indemnification Form

By submitting a vendor packet to the Newton Parks & Recreation Department, the Vendor agrees to forever indemnify, defend and hold harmless the City of Newton, its departments, officers, employees, servants and agents, from and against all claims, damage, losses and expenses including attorney's fees, arising out of any act, omission or negligence of Vendor, or of its employees, agents, contractors or subcontractors, invitees, guests or visitors, or anyone for whose acts the Vendor may be liable.

By submitting a Vendor Packet, the Vendor agrees that it is responsible for repairing any damage, at its own cost, to any portion of the City Property that it, its agents, servants, employees or contractors cause while they are carrying out the program.

Signature:

Date:

Name Printed:

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Vendor Company Name

Address

Phone Number

INVOICE

Invoice # :

Date:

Description	# Participants	Fee	Total
SAMPLE			
SUBTOTAL			

PROPOSAL SUBMISSION AND FINAL PAYMENT:

Submission of this Vendor Packet holds no contractual service agreement until fully executed. Once applications are received, the Newton Parks & Recreation Department will review your proposal and will contact you.

A separate booking sheet must be submitted for every program that is scheduled.
The final invoice is due within 30 days of the final class.

Name:

Date:

Vendor:

Signature: