



# City of San Juan Bautista

The "City of History"

## San Juan Bautista City Library – Carl Martin Luck Memorial Library

P.O. Box 1420  
311 Second Street  
San Juan Bautista,  
California 95045  
Main: (831) 623-4661  
Fax: (831) 623-4093

### City Council

**Mayor**  
*Cesar E. Flores*

**Vice Mayor**  
*Mary Edge*

**Councilmember**  
*Leslie Jordan*

**Councilmember**  
*John Freeman*

**Councilmember**  
*Dan DeVries*

**Interim City Manager**  
*J. Edward Tewes*

**City Clerk**  
*Laura Cent*

**City Treasurer**  
*Chuck Geiger*

## Request for Qualifications

### Notice

The City of San Juan Bautista is seeking statements of qualifications from educators for learning programs involving reading, science, art, music or computers. The objective for these programs is to provide summer activity and learning in the City and should involve the Library, city park facilities, and other locations in San Juan Bautista.

**Background** The mission of the San Juan Bautista City Library is to provide diverse access to resources for the San Juan community and beyond. Programs should reflect the community with a diverse mixture of content that entertains and educates participants' musical, literary, and cultural interests; and inspires fresh vision for our community.

The City desires to offer a variety of programs for children ages 7-12 years throughout the summer break, beginning in mid-June 2019 and concluding in mid-August 2019.

The City has \$6,595 for youth programs in this round of Request for Qualifications.

### Audience Identification & Targeting

Programs should focus on our juvenile audience which include:

- Students of San Juan Bautista Elementary School
- Students who live in San Juan Bautista and its surrounding communities yet attend school in another city/county or are home schooled
- Multilingual students

### Project Timeline

Release of RFQ	April 26, 2019
Due Date for RFQ (Proposal Deadline)	<b>May 17, 2019, 12:00 noon</b>
Selection of Finalist by City Staff (Qualification review and interviews if necessary)	May 23, 2019

**City of San Juan Bautista  
Request for Qualifications  
Youth Programs**

**Proposal Format and Content**

The proposal shall be brief, concise and shall not include unnecessary promotional material.

The proposal should contain the following elements in the exact order and segmentation listed below:

- A. *Cover Letter*. Describe your interest and commitment in providing a program to the City. The letter shall be signed by a person authorized to negotiate a contract with the City.
- B. *Description of the Proposed Program*. A full description of the activities to take place during the course of the day, or half day.
- C. *Staffing, Resumes, Experience*. Describe the qualifications and experience of the team leader and key team members expected to be involved in the program. The description shall include previous experience with similar programs. Provide an overview of each key member and include credentials.
- D. *Budget*. Should include supplies, rent, wages, and cost to participants to register. Additionally, any cost to the participants for materials, if that will be required.
- E. *References*. Provide at least three references for recent similar or related work.

Submit proposal to: City of San Juan Bautista, 311 Second St., P.O. Box 1420, San Juan Bautista, CA 95045, or electronically to [deputycityclerk@san-juan-bautista.ca.us](mailto:deputycityclerk@san-juan-bautista.ca.us) by **May 17, 2019, 12:00 noon**.

**Non-Obligation**

The City retains sole discretion to evaluate proposals and may make an award to the Consultant the City deems to have the most responsive proposal. Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.