



**SENIOR PROGRAMS ENTERTAINERS AND/OR  
INSTRUCTORS  
APPLICATION INFORMATION PACKET**

City of Phoenix  
Human Services  
200 W. Washington Street, 18<sup>th</sup> Floor  
Phoenix, AZ 85003

# 1. Introduction

## 1.1 Summary

The City of Phoenix Human Services Department and Senior Programs Division are committed to promoting independence, maintaining dignity and maximizing quality of life for its residents through socialization opportunities, supportive services and community resource referrals. Senior Programs provide a multitude of classes, programs, and other services to the community through its 15 Senior Centers.

## 1.2. Contact Information

Contract Specialist I  
200 W. Washington Street, 18<sup>th</sup> Floor  
Phoenix, AZ 85003  
Email: [hsdprocurement@phoenix.gov](mailto:hsdprocurement@phoenix.gov)  
Phone: (602) 495-7832

**Department:**  
Human Services

## 1.3. Timeline

First Initial applications will be reviewed on or around April 18, 2025. Any application submitted after April 18, 2025, will not be reviewed until July 2025. Applications received after July 2025 will be reviewed each month thereafter until October 2028.

# 2. Instructions

## 2.1. Description- Statement of Need

The City of Phoenix invites applications for recreation entertainers and instructors.

Senior Programs desires to engage qualified Contractors through an application process to provide a variety of specialized recreational services at various senior centers and facilities located throughout Phoenix. Categories for recreational services include, but are not limited to Sports Management & Instruction, Dans Instruction, Health & Fitness Instructors, Performing Arts & Music Instruction, Arts & Crafts, Science & Language Instruction, Instruction Community Education, Special Event Entertainment & Special Event Services and Miscellaneous Services.

Successful applicants may be awarded a contract, the form of which may be found here:

<https://www.phoenix.gov/content/dam/phoenix/humanservicessite/documents/hsd-/SampleContract.pdf>. The City reserves the right to amend or modify the form of contract prior to contract execution.

### 2.1.2 Registration Fees and Payment

Contractors may not collect registration fees for participation in events. Contractors will be compensated at the rates set forth in each contractor's Recreations Services Contract. Advance payments are not possible. The City of Phoenix will not withhold money for social security or federal income tax. Payments to contractors from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the Contractor's responsibility to satisfy any taxes owed by the Contractor in an appropriate manner.

### 2.2. City's Vendor Self-Registration and Notification

Vendors must be registered in the City's procurePHX Self-Registration System at <https://www.phoenix.gov/procure> to respond to solicitations and access procurement information. The City may, at its sole discretion, reject any offer from an Offeror who has not registered.

### 2.3. Application Submittal

All forms provided in application must be completed and submitted with the application. The completed application should consist of the following:

- Completed and Signed Application
- Attachment A - Response Form
- Attachment B - Employee, Additional Instructors and Performers
- Attachment C - Scope of Services and Fees
- Attachment D - Cost and Payments
- Attachment E - Years in Business and References
- Attachment F - Offer
- Attachment G - Conflict of Interest and Transparency
- Attachment H - Confidential Information Form
- Attachment I - Affidavit of Lawful Presence
- Attachment J - Workers Comp Sole Proprietor Exemption Form

It is permissible to copy application forms if necessary. Erasures, interlineations, or other modifications of the application must be initialed in original ink by the authorized person signing the application. No application will be altered, amended, or withdrawn after the specified application due date and time. The City is not responsible for applicant errors or omissions. All time periods stated as a number of days will be calendar days.

### 2.4. Fixed Offer Price Period

All offers shall be firm and fixed for a period of 180 calendar days from the application submittal date.

## 2.5. Exceptions

Applicants must not take any exceptions to any terms, conditions, or material requirements of this application. Applications submitted with exceptions may be deemed non-responsive and disqualified from further consideration in the City's sole discretion. Applicants must conform to all the requirements specified in the application. The City encourages applicants to send inquiries to the Procurement officer rather than including exceptions in their application.

## 2.6. Inquires

All questions that arise relating to this application should be directed via email to the Procurement Officer. All questions concerning or issues related to this solicitation must be presented in writing.

## 2.7. Business in Arizona

The City will not enter contracts with business organizations not granted authority to transact business, or not in good standing, in the state of Arizona Corporation Commission, unless the applicant asserts a statutory exception prior to entering a contract with the City.

## 2.8. Licenses

If required by law for the operation of the business or work related to this Application, the Applicant must possess all valid certifications and/or licenses as required by federal, state, or local laws at the time of submittal.

## 2.9. Certifications

By signature on the application and Acceptance page(s). Applicant certifies:

- The submission of the Applicant did not involve collusion or other anti-competitive practices.
- The Applicant will not discriminate against any employee or applicant for employment in violation of Federal or State Law
- The Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted application.

## 2.10. Submission of Application

Applications must be in possession of the Department at the beginning of each month as indicated in the Timeline. Late applications will not be considered until the following month.

Applications must be submitted electronically by email to [hsd.seniorservices@phoenix.gov](mailto:hsd.seniorservices@phoenix.gov) and the following information should be noted in the email:

1. Applicants Name
2. Submittal Date

## 2.11. Transparency Policy

Commencing on the date and time the application is due, potential or actual Applicants shall only discuss matters associated with the application with the Mayor, any members of City Council, the City Manager, and Deputy City Manager, or any department director directly associated with the application (including in each case their assigned staff, except for the designated Procurement Officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all applicants.

As long as the application is not discussed, Offerors may continue to conduct business with the City and discuss business that is unrelated to the application with the City staff. Applicants may not discuss the application with any City employees.

Applicants may discuss their application with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Applicants, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. Any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the application review panel or selecting authority must be provided in writing to all prospective Applicants.

This policy is intended to create a level playing field for all Applicants, ensure that contracts are awarded in public, and protect the integrity of the selection process. **APPLICANTS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.**

“To discuss” means any contact by the Applicant, regardless of whether the City responds to the contact. Applicants that violate this policy will be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected, and the solicitation is cancelled without any announcement by the Procurement Officer of the

City's intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until the award of the contract, as long as the City cancels with a statement that the City will rebid the solicitation.

## 2.12. Public Record

All applications submitted will become the property of the City and become a matter of public record available for review pursuant to Arizona State law. If an applicant believes that a specific section of its application is confidential, the applicant will isolate the pages marked confidential in a specific and clearly labeled section of its application. An applicant may request specific information contained within its application is treated by the Procurement Officer as confidential provided the applicant clearly labels the information "confidential." To the extent necessary for the evaluation process, information marked as "confidential" will not be treated as confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by applicants as "confidential" available to the public unless necessary to support the evaluation process or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify the applicant in writing of any request to view any portion of its application marked "confidential." The applicant will have the time set forth in the notice to obtain a court order enjoining such disclosure. If the applicant does not provide the Procurement Officer with a court order enjoining release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.

## 2.13. Right to Disqualify

The City reserves the right to disqualify any applicant who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify any applicant on the basis of any real or apparent conflict of interest that is disclosed by the application submitted or any other information available to the City. This disqualification is at the sole discretion of the City. By submission of a solicitation response, the applicant waives any right to object now or at any future time, before any agency or body including, but not limited to, the City Council of the City or any court as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City. The City reserves the right to replace the disqualified applicant.

## 2.14. Contract Award

The City reserves the right to award a contract by individual line items, by group, all or none, or any other combination most advantageous to the City.

### 3. Indemnification and Insurance

See **EXHIBIT A** for indemnification and insurance requirements. This form can be found here: <https://www.phoenix.gov/content/dam/phoenix/humanservicessite/documents/hsd-SampleContract.pdf>

### 4. Scope of Work

#### 4.1. Senior Programs Entertainers and/or Instructors

4.1.1. The City of Phoenix Human Services Department, Senior Programs Division in inviting qualified Offerors to submit a written response for Entertainment Providers and/or Instructors.

4.1.2. The Senior Programs Division is committed to promote independence, maintain dignity and maximize quality of life for its residents through recreation and socialization opportunities, supportive services and resource referrals. The Senior Programs Division provides a multitude of classes, programs, presentations, special events and other services to the community in its 15 Senior Centers. A list of the City's Senior Centers can be found in **EXHIBIT B**. Some class programs and services include but are not limited to dance, fitness, music, art, theater, computer and internet instruction and language classes.

4.1.3. Through the open contract process the City will add vendors to a Qualified Vendors list based on the categories listed in **EXHIBIT C** of application packet.

4.1.4. The city desires to engage qualified contractors to provide various recreational and education services at various Senior Centers located throughout Phoenix. Categories for recreational services and special events include, but are not limited to, sports, dance, fitness activity, performing arts and music instruction, arts and crafts, science and language instruction, and miscellaneous events and services.

#### 4.1.5. **Contractor Shall**

- a) Provide classes or entertainment as agreed upon and approved by a Recreational Services Contract.
- b) Maintain accurate records to include, but not limited to, dates of service and invoices for payments.
- c) NOT collect fees or senior center member's personal information.
- d) Act professionally, ethically and diligently to carry out their responsibilities in the best interests of senior center members.

#### 4.1.6. **Time of Performance**

- a) Each Recreational Services Contract will state the term of the contract.
- b) Schedule will be determined by Senior Center Supervisors.

#### 4.1.7 **Contractor Conduct**

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and efficiency. The City of Phoenix has a strong policy against any form or type of harassment of any person. It is important for all persons to recognize that harassment based on any of the protected characteristics or race, to recognize that harassment based on any of the protected characteristics or race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal. Failure to adhere to these standards may be caused for immediate contract termination.



**SENIOR PROGRAMS**  
CITY OF PHOENIX | HUMAN SERVICES

<b>Adam Diaz Senior Center (AD)</b> 1115 W. Thomas Road Phoenix, AZ 85019-4332 Elsa Valencia, Senior Programs Supervisor I <a href="mailto:adamdiaz.sc.hsd@phoenix.gov">adamdiaz.sc.hsd@phoenix.gov</a>	<b>262-1609</b>	<b>Paradise Valley Community Center (PV)</b> 17402 N. 40th Street Phoenix, AZ 85032-2200 Debra Wesch, Senior Programs Supervisor I <a href="mailto:paradise.valley.cc.hsd@phoenix.gov">paradise.valley.cc.hsd@phoenix.gov</a>	<b>495-3785</b>
<b>Chinese Senior Center (CHI)</b> 734 W. Elm Street Phoenix, AZ 85013-2416 Junyan Tan Senior Programs Supervisor I <a href="mailto:chinese.sc.hsd@phoenix.gov">chinese.sc.hsd@phoenix.gov</a>	<b>262-6411</b>	<b>Pecos Community Center (PEC)</b> 17010 S. 48th Street Phoenix, AZ 85048-1201 Lillian De La Cruz, Senior Programs Supervisor I <a href="mailto:pecos.cc.hsd@phoenix.gov">pecos.cc.hsd@phoenix.gov</a>	<b>534-5366</b>
<b>Deer Valley Community Center (DV)</b> 2001 W. Wapahalla Lane Phoenix, AZ 85027-4200 Leslie George, Senior Programs Supervisor I <a href="mailto:deervalley.cc.hsd@phoenix.gov">deervalley.cc.hsd@phoenix.gov</a>	<b>495-3714</b>	<b>Senior Opportunities West S. C. (SOW)</b> 1220 S. 7th Avenue Phoenix, AZ 85007-3612 Maria Coolley, Senior Programs Supervisor I <a href="mailto:sow.sc.hsd@phoenix.gov">sow.sc.hsd@phoenix.gov</a>	<b>262-6610</b>
<b>Desert West Community Center (DW)</b> 6501 W. Virginia Avenue Phoenix, AZ 85035-1500 Jennifer Bimberg, Senior Programs Supervisor I <a href="mailto:desertwest.cc.hsd@phoenix.gov">desertwest.cc.hsd@phoenix.gov</a>	<b>495-3711</b>	<b>Shadow Mountain Senior Center (SHA)</b> 3546 E. Sweetwater Avenue Phoenix, AZ 85032-6100 Tyler Smith, Senior Programs Supervisor I <a href="mailto:shadow.mountain.sc.hsd@phoenix.gov">shadow.mountain.sc.hsd@phoenix.gov</a>	<b>534-2303</b>
<b>Devonshire Senior Center (DEV)</b> 2802 E. Devonshire Avenue Phoenix, AZ 85016-8505 Shawna Cox, Senior Programs Supervisor I <a href="mailto:devonshire.sc.hsd@phoenix.gov">devonshire.sc.hsd@phoenix.gov</a>	<b>262-7807</b>	<b>South Mountain Community Center (STH)</b> 212 E. Alta Vista Road Phoenix, AZ 85042-4219 Phillip Moreno, Senior Programs Supervisor I <a href="mailto:south.mountain.sc.hsd@phoenix.gov">south.mountain.sc.hsd@phoenix.gov</a>	<b>262-4093</b>
<b>Goelet A. C. Beuf Community Center (GAB)</b> 3435 W. Pinnacle Peak Road Phoenix, AZ 85027-1021 Mariana Aguilar, Senior Programs Supervisor I <a href="mailto:goelet.beuf.sc.hsd@phoenix.gov">goelet.beuf.sc.hsd@phoenix.gov</a>	<b>534-9743</b>	<b>Sunnyslope Community Center (SNY)</b> 802 E. Vogel Avenue Phoenix, AZ 85020-2131 VACANT, Senior Programs Supervisor I <a href="mailto:sunnyslope.sc.hsd@phoenix.gov">sunnyslope.sc.hsd@phoenix.gov</a>	<b>262-7572</b>
<b>Helen Drake Senior Center (HD)</b> 7600 N. 27th Avenue Phoenix, AZ 85051-6602 David Gonzalez, Senior Programs Supervisor I <a href="mailto:helendrake.sc.hsd@phoenix.gov">helendrake.sc.hsd@phoenix.gov</a>	<b>262-4949</b>		
<b>Marcos de Niza Senior Center (MDN)</b> 305 W. Pima Street Phoenix, AZ 85003-2748 Carmen Verdoza, Senior Programs Supervisor I <a href="mailto:marcos.sc.hsd@phoenix.gov">marcos.sc.hsd@phoenix.gov</a>	<b>262-7249</b>		
<b>McDowell Place Senior Center (MDP)</b> 1845 E. McDowell Road Phoenix, AZ 85006-3052 LeeAnne Pantin, Senior Programs Supervisor II <a href="mailto:mcdowell.place.sc.hsd@phoenix.gov">mcdowell.place.sc.hsd@phoenix.gov</a>	<b>262-1842</b>	<b>Admin Team</b> Shoni Burg, Senior Programs Supervisor II *Iliana Hernandez, Senior Programs Supervisor II Sanja Tetaric, Float Senior Programs Supervisor II	602-262-6621 602-262-6604