



Request for Proposal: Summer Youth Program on Park Point 2025

This Request For Proposal is issued by the Park Point Community Club (PPCC) Youth Committee for the purpose of receiving proposals from Independent Contractors(IC) interested in operating a summer youth program based in the lower level of the Lafayette Square Community Center, 3026 Minnesota Ave. Duluth MN 55802.

"The purpose of the Park Point Community Club is to work for the betterment of the Community and the welfare of its residents."

www.parkpointcommunityclub.org ~ Est. 1889

Please submit proposals before February 28, 2025 to PPCC Secretary Rory Strange at rstrange3@icloud.com or

Park Point Community Club
Summer Youth Program
PO Box 16326
Duluth MN 55816-0326

For questions call 218-340-7220 reference Summer youth program

Please consider and include these details and parameters in your proposal and also include a draft plan of your proposal for one typical week of camp, including beginning the day, activities, games, rain days, ending the day, etc.

1. Plan and develop the PPCC Summer Youth Program (PPSYP). This will be a recreational and educational program for approximately 24-36 campers daily (not to exceed 38) for ages 6-12 to be held at Lafayette Square Community Center. Registration will be for Park Point families followed by open registration for kids from the community.
2. The program hours requested are 8am to 4pm Monday through Thursday for nine weeks, June 9-August 07, 2025. No Program on July 4. Clean up and store supplies by August 11. Return keys to the youth committee chairperson or PPCC board member.
3. Work directly with children including indoor and outdoor activities at Lafayette Square.
4. Supervise, coordinate, and schedule staff and program details.



5. Maintain a daily log of program participants.
6. Explain program expectations to parents/guardians and youth.

Other Terms and Conditions

1. The services called for under this Agreement shall commence on May 15 2025 and end on August 11, 2025.
2. TERMS OF PAYMENT: Contractor will propose a payment schedule to be negotiated with the PPCC executive board.
3. Health Considerations
Building users must comply with City of Duluth guidelines re. communicable diseases.
4. If the Youth Program cannot be held because of circumstances beyond the control of either party, reimbursement shall be adjusted by mutual agreement between the parties.
5. Federal, State and Local Taxes and Insurance:
The PPCC carries liability insurance that is required by the City of Duluth.
The PPCC shall neither pay nor withhold federal state or local income tax or payroll tax of any kind on behalf of the IC. The IC shall not be treated as an employee for the services performed hereunder for federal, state, or local tax purposes and PPCC will not cover workers compensation or personal liability insurance. The IC is responsible for carrying their own liability coverage and worker's compensation coverage.

A number of toys, games and supplies from previous years on site are available for the camp's use. The kitchen includes a refrigerator and a microwave and there is a Weber grill available for use.

Upon request, community volunteers may be available for camp enrichment.