**(Name of Proposer)**

**FITNESS INSTRUCTION SERVICES RFP NO. 4248**

**ATTACHMENT A**

**RESPONSE TEMPLATE**

Prior to proposal submission, remove the text “RESPONSE TEMPLATE” above. The below instructions are what the vendor’s RFP proposal must include:

1. **Title**

The title page must be titled “RFP No. 4248 for LACERS Fitness Instruction”, along with vendor’s name, address, and contact information.

1. **Table of Contents**
2. **Cover Letter**
3. The cover letter shall have the following statement:

“This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal, and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.”

1. Include the legal business name, mailing address, location of business if different from mailing address, telephone number, website URL, and business status (individual, limited liability partnership, corporation, etc.) of the firm.
2. Provide a short description of the organization, the businesses in which it engages, the services it provides.

1. The person or persons authorized to represent the proposer in negotiations with LACERS with respect to the RFP and any subsequently awarded contract. Provide the representative’s name, title, address, telephone number, e-mail address and any limitation of authority for the person named.
2. If the firm is proposing any alternatives/conditions to requirements detailed within the RFP, including to the Standard Provisions for City Contracts (Rev. 06/24 v. 1) in Appendix B, please provide an explanation of the alternatives offered/conditions in this cover. LACERS reserves to right to reject proposals where the alternative/conditions are not acceptable.
3. If the response will include any confidential material or proprietary material that is exempt from disclosure under the California Public Records Act, then the Proposer must include the following statement in the cover letter: “Proposer agrees to defend, indemnify and hold harmless the City of Los Angeles, LACERS, the LACERS Board of Administration, officers, agents, and employees from and against all suits, claims, and causes of action brought for LACERS’ refusal to disclose any trade secrets or confidential information to any person making a request pursuant to the California Public Records Act (California Government Code Section 7920.000 *et seq*.).” Proposer must also provide a redacted copy of this Attachment A, consistent with Section 4.d. of the RFP. Failure to identify that information in the proposal shall constitute a waiver of the Proposer’s right to exemption from disclosure.
4. The cover letter is to be signed by a person or persons authorized to bind the proposer to all provisions of the RFP, any subsequent changes to the RFP, and to the contract if an award is made (If the respondent is a partnership, the response must be signed by a general partner in the name of the partnership. If the respondent is a corporation, the response must be signed on behalf of the corporation by two authorized officers [a Chairman of the Board, President or Vice-President, and a Secretary, Treasurer or Chief Financial Officer] or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation).
5. **References & Experience with Similar Contracts**

Proposer shall provide at least two (2) references from former or current clients over the past five years where services similar to those in this RFP were provided. It is preferable that the references are public agency clients. For each reference, please provide the following information:

* Client’s Name
* Business address
* Phone number and email of person to contact for reference
* The time period during which the services were provided
* Contract amount for services
* The name of the Proposer’s lead consultant on the project
* A brief summary of the services provided

1. **Proposed Fee Schedule**

Please submit a detailed fee schedule outlining your hourly rates for in-person and virtual fitness instruction services. If applicable, include separate rates for events or special sessions. Ensure that all rates are clearly specified to facilitate our evaluation.

1. **Response to Questionnaire**
2. Provide brief history, year founded, business entity type, location of headquarters and subsidiaries (if any), services provided, and number of employees (full-time, part-time, and seasonal) providing services for this contract.
3. Please indicate the key personnel who will be working with the LACERS Wellness team to provide the services. Describe their current title, duties/tasks, list all professional or relevant licenses and certifications held (if applicable), qualifications, as well as years of relevant work experience.
4. How do you plan to tailor your fitness programs to meet the specific needs and preferences of older adults? Please provide examples of how your approach addresses common challenges faced by this demographic.
5. Describe how you will ensure that both your on-site and virtual fitness services effectively engage older adults and meet their varying fitness levels and goals.
6. Can you provide detailed examples of past fitness programs you have designed and delivered for older adults? What were the outcomes and feedback from participants?
7. What certifications and qualifications do your instructors hold, and how do these credentials specifically support their ability to work with older adults?
8. Describe your experience working with older adults in both on-site and virtual settings. How do you adapt your methods to ensure effectiveness across different delivery formats?
9. Outline your approach to designing and implementing a fitness program for older adults. How do you incorporate elements such as balance, strength, flexibility, and mental resilience into your programs?
10. How do you plan to monitor and evaluate the effectiveness of your fitness programs? What metrics will you use to assess participant progress and satisfaction?
11. Discuss your strategies for engaging and motivating older adults to participate regularly in fitness classes. How do you address barriers such as physical limitations or lack of motivation?
12. How do you incorporate participant feedback into your fitness programs? Can you provide an example of how feedback has led to improvements or adjustments in your previous programs?
13. Please indicate if the scope of services you propose to offer differs from the scope of services sought by the RFP.