

CITY OF MONROE
REQUEST FOR PROPOSALS
FOR
TENNIS PROFESSIONAL
RFP REFERENCE NO. 2025-00000040



REQUEST FOR PROPOSALS

TENNIS PROFESSIONAL

The City of Monroe will accept sealed proposals for an exclusive contract for a tennis professional.

All proposals shall be submitted to the Purchasing Division, City of Monroe, 1014 Grammont Street, Monroe, Louisiana, 71201, no later than 2:00 p.m. on October 9, 2025.

All proposals shall be physically submitted in a sealed envelope marked **RFP No. 2025-00000040 – Proposal Tennis Professional**, and if any envelope is not so marked, any proposal contained therein shall not be considered. Include one (1) original, five (5) copies, and one (1) electronic copy on USB. All proposal envelopes must contain the proposer's name and mailing address on the face of the envelope.

REQUEST FOR PROPOSALS

TENNIS PROFESSIONAL

I. INTRODUCTION

The City of Monroe, Louisiana (“City”) is seeking proposals from qualified individuals to provide tennis professional services (“Tennis Professional”) on an independent contractor basis at the Charlotte Bolton Tennis Complex (“Complex”) located in Forsythe Park. The selected Tennis Professional will be responsible for overseeing the management and operation of the Complex and delivering comprehensive tennis programming within the community. The City wishes to enter into a contractual relationship with the best-qualified respondent selected through a competitive process.

II. BACKGROUND INFORMATION

The City of Monroe is in Ouachita Parish, Louisiana, and is the largest metropolitan hub in northeast Louisiana. The City exists under Home Rule Charter and is governed by a Mayor-Council form of government.

According to the 2020 United States Census, there were 17,327 households and 9,811 families residing in the City. The City has a population of roughly 48,000 residents and has a total area of roughly 31.6 square miles.

The Charlotte Bolton Tennis Complex, located at 301 Forsythe Avenue, Monroe, LA 71201, is a prominent feature of Forsythe Park and a vital community asset. The Complex recently underwent significant renovations, including the resurfacing and expansion of the tennis courts, creating an improved environment for both competitive and recreational play. Historically, the Complex has served as a place for junior tennis camps, instructional clinics, and tournaments, often under the guidance of certified professionals. The City seeks to build upon this by continuing to offer accessible programming.

The City’s goal is to provide high-quality, consistent programming that meets the needs of residents of all ages and skill levels. The ideal candidate will not only offer technical instruction but also foster a welcoming and inclusive environment that encourages participation, promotes physical activity, and strengthens community ties. The Tennis Professional will be responsible for delivering comprehensive tennis programming and facility coordination at the Complex.

III. SCOPE OF SERVICES

The Tennis Professional will be expected to provide the following services as an independent contractor:

1. General Obligations

- i. Maintain, manage and operate the Complex, its facilities, and equipment in accordance with the highest modern professional tennis standards.
- ii. Furnish management services as required by the City and necessary to assist the City in the efficient operation of the Complex, including but not limited to, assisting the City in carrying out the functions of planning, marketing, personnel managing, equipment and building utilization and maintenance, security, scheduling, analyzing and proposing any fee and rate structure changes, service standards, purchasing, budgeting, safety, employee selection and training, labor management, public relations, equipment selection, grant applications, and all other normal managerial functions reasonably required in the day to day operation of the Complex.
- iii. Assures that the premises and grounds of Complex are maintained in good and substantial repair and in a clean and orderly manner.
- iv. Shall report directly to the Director of Community Affairs.

2. Instructional Programming

- i. Provide regular tennis instruction to individuals and groups of all ages and skill levels with a defined play pathway.
- ii. Develop and implement a variety of programs, including clinics, camps, after-school initiatives, and USTA Adult Leagues.
- iii. Offer specialized instruction for youth, adults, and seniors, ensuring inclusivity and accessibility, with programming that incorporates a defined play pathway.
- iv. The Tennis Professional shall have oversee instruction at the Complex and may hire subcontractors to assist in providing lessons, clinics, or specialized programming. The Tennis Professional shall oversee all instructional activities and establish metrics or expectations for any subcontracted instructors.

3. Event Management

- i. Organize and oversee tournaments and special events, coordinating logistics and ensuring smooth execution.
- ii. Collaborate with local organizations to host community events that promote tennis participation.

- iii. Oversee compliance with the City's Cooperative Endeavor Agreement with the Monroe-West Monroe Convention and Visitor's Bureau of Ouachita Parish, including the City's obligation to host a minimum of six (6) weekend (2 days minimum) tennis tournaments annually with each tournament having a minimum of seventy-five (75) out-of-area (over 50 miles) participants.

4. Marketing and Community Engagement

- i. Develop and execute marketing strategies to promote tennis programs, utilizing various channels such as social media, local publications, and community outreach.
- ii. Engage with the community to foster relationships and encourage participation in tennis activities.
- iii. Collaborate with the City's marketing staff and utilize the City's established social media platforms, website, and media/marketing partners to broaden outreach and increase visibility of offerings.

5. Facility Coordination

- i. Abide by the established hours of operation for the Complex, as determined by mutual agreement between the City and the Tennis Professional.
- ii. Ensure that the Complex remains open and operational daily, except on except such holidays as approved by the City.
- iii. Manage scheduling and court reservations related to tennis instruction and events, ensuring efficient use of facilities.
- iv. Provide regular reports to the Director of Community Affairs outlining the overall condition of the Complex, revenue expectations and challenges, and any corrective plan(s) of action
- v. Maintain the cleanliness and order of teaching areas and equipment, reporting any maintenance needs to the appropriate City personnel.
- vi. Manage the Complex's revenues and expenses and remit funds to the City, as required.
- vii. Ensure the administration of personnel and operation of the facilities and equipment is conducted in accordance with applicable local, state, and federal laws, policies, procedures, and regulations.

6. Professional Conduct and Representation

- i. Serve as an ambassador for the City and the sport of tennis, upholding high standards of professionalism and customer service.
- ii. Adhere to all City policies and procedures, ensuring compliance with regulations governing the use of the Complex.

7. Program Evaluation and Reporting

- i. Monitor and evaluate the effectiveness of tennis programs, gathering feedback and making necessary adjustments to meet community needs.
- ii. Provide regular reports to the Director of Community Affairs detailing program participation, revenue, and other relevant metrics.

IV. QUALIFICATIONS

The Tennis Professional must:

- 1. Have extensive knowledge of tennis with a minimum of five (5) years professional instruction in a private or municipal setting.
- 2. Have and maintain a Professional Tennis Registry (PTR) certification or a United States Professional Tennis Association (USPTA) certification.
- 3. Have extensive experience in promoting and implementing large and varied programs of events, classes, and leagues.
- 4. Possess an understanding of USTA's Red, Orange, Green, and Yellow (ROGY) player development system and have prior experience using this progression model.
- 5. Be energetic, enthusiastic, and motivational – possessing effective leadership skills and a strong work ethic.
- 6. Have basic knowledge of court maintenance.
- 7. Be able to work flexible hours, including some holidays and weekends.
- 8. Maintain CPR/AED Certifications.
- 9. Be SafeSport and Safe Play certified and pass a background check.

V. COMPENSATION

The City proposes to compensate the Tennis Professional for professional's services in the following manner:

1. A fixed stipend of \$24,000.00/year, payable in monthly installments of \$2,000.00 on the first day of each month of the term.
2. Tennis Professional may provide tennis lessons and retain any fee paid for those tennis lessons; however, the Tennis Professional shall not be obligated to provide tennis lessons.
3. Tennis Professional shall be entitled to the revenues from all concessions sold at the Complex, provided that Tennis Professional, using Tennis Professional's own funds, shall be responsible for purchasing, stocking, selling, and maintaining all concessions inventory at the Complex. If Tennis Professional declines to provide concession services, the City may make concessions available and will be entitled to all revenues from such concessions.
4. Tennis Professional shall be entitled to all revenues generated from stringing fees generated at the Complex.
5. For tournaments organized and hosted by Tennis Professional, Tennis Professional, after paying the normal and customary rental fees for such tournaments, shall be entitled to 75% of the net revenues generated from such tournaments.
6. For tournaments organized and hosted by third parties or outside organizations, Tennis Professional shall be entitled to contract with such organizations and third parties to manage and oversee the execution of the tournament.

VI. CITY OBLIGATIONS

The City shall:

1. **Office and Services.** Furnish, without expense, the reasonable use of all necessary office space, utilities, furniture, equipment, supplies, materials, communication services, human resource services, legal services, postage, accounting and other such assistance as necessary that may be reasonably necessary for the management of the Complex.
2. **Support Staff.** The City shall provide reasonably necessary assistants and personnel to assist the Tennis Professional in the maintenance, managing, and operation of the

Complex; provided, however, that the availability of support staff shall be within the limitation of funds provided for that purpose in a budget recommended to and approved by the **CITY** Council.

3. **Court Availability.** Make the tennis courts available for the Tennis Professional's programming.
4. **Marketing Assistance.** Support Tennis Professional's marketing efforts by including programs in social media, the City's website, and announcements as appropriate.
5. **Utilities and Maintenance.** Maintain responsibility for electrical, water, sewer, and trash collection services at the Complex.
6. **Major Repairs and Capital Improvements.** Be responsible for all major repairs and capital improvements at the Complex, including: fencing repairs, light fixture repairs, and court resurfacing as necessary, provided that such funds are budgeted and appropriated.
7. **Maintenance.** All equipment for maintenance of improvements at the Complex, including all necessary supplies and all fixtures and furnishings, are owned and shall remain owned by the City, and the reasonable expenses for the maintenance and operation of the Complex shall be paid by the City in accordance with City policies and procedures, subject to available, budgeted funds.

VII. TERM

The proposed term of the agreement is three years, provided that the City Council appropriates funds for the purpose of fulfilling this agreement in each fiscal year covered by this agreement. Upon the conclusion of the initial term, the City shall have the option to renew the agreement for successive one-year terms, subject to annual performance review and mutual written agreement by the parties.

Either party may terminate any resultant agreement for cause upon thirty (30) days' notice. Such cause may include the failure to perform any mandatory or material obligations of the agreement.

VIII. PROPOSAL CONTENTS AND REQUIREMENTS

Proposals must include the following:

1. **Personal and Professional Background:** Provide a brief overview of your background as a tennis professional, including years of experience, areas of specialty, and any relevant training or credentials.

2. **Services and Certifications**

- i. Summarize the types of tennis services you offer (e.g., private lessons, group clinics, leagues, camps, etc.).
- ii. Include your current tennis certifications, such as Professional Tennis Registry (PTR) or United States Professional Tennis Association (USPTA) certification. Failure to provide this information may result in the proposal being rejected.

3. **Experience**

- i. Detail your experience providing tennis programming, including: work with municipalities, schools, or other public entities; experience organizing, hosting, facilitating, or running tennis tournaments; notable accomplishments or recognitions in the field; and any other relevant experience.

4. **References**

- i. Provide up to three (3) references from clients, programs, or municipalities where you've provided similar services. Include names, phone numbers, and a brief description of the work performed.
- ii. Include at least two (2) examples of prior tennis programming you've led within the past five (5) years. Describe the services provided, the duration, any measurable outcomes (such as number of participants), and community feedback if available.

5. **Scope of Work**

- i. **Understanding of Services.** Provide a concise explanation of your understanding of the services requested in this RFP and how you would implement services to meet the needs of the community.
- ii. **Programming Approach.** Describe your general approach to running tennis programs, including scheduling, teaching methods, communication with participants, and community outreach.
- iii. **Implementation Timeline.** Provide a proposed timeline for launching and maintaining programming.
- iv. **Addressing Issues.** Explain how you handle participant concerns or any problems with service delivery, including specific examples if possible.

- v. **Community Engagement Strategy.** Provide a brief overview of how you plan to maximize participation in tennis programming, provide access to both paid and free programming, keep courts clean and safe, promote tennis in the community, particularly among youth and underserved groups, and use technology to improve registration, communication, or participation.
- vi. **Strategic Growth.** Describe any ideas you have for expanding programming over time, such as hosting events or partnering with other organizations.
- vii. **Key Objectives.** List any goals or priorities you consider essential to delivering a successful tennis program.

6. Project Budget & Financial Information

- i. **Programming Costs.** Provide any additional proposed fees for your services, including private and group lesson rates, league or clinic rate, tournament fees, and any other applicable costs.

7. Required Attachments

- i. **Mandatory Document.** Copy of your current PTR or USPTA Certification.

IX. PROPOSAL DILIGENCE AND SUBMISSION

1. Pre-Submittal Activities

1.1 Obtaining RFP. All Respondents **MUST** obtain a formal copy of this RFP from the City of Monroe Purchasing Division by contacting the Purchasing Division (by email at purchasing@ci.monroe.la.us with the subject line “**RFP No. 2025-00000040 - PROPOSAL Tennis Professional**” or by phone at (318) 329-2222). The Respondent will be required to provide a name, telephone number, and contact email at the time of the request. The purposes of this requirement are so that the City may keep an official record of all potential Respondents (the “Respondents’ List”) and to ensure that the City has a means of contact for each potential Respondent for the dissemination of addenda or supplements. Proposals from Respondents not on the formal Respondents’ List will not be accepted. The name of the Respondent must match that of the name on the Respondents’ List under which the RFP was requested.

1.2 Familiarity with RFP. This RFP is based on the information included in this document and any additional documents disseminated in connection with this request. Before submission of any response, the Respondent

should be thoroughly familiar with the scope, information, and general terms and conditions of this RFP. The failure or omission of any Respondent to examine any form, instrument or document shall in no way relieve the Respondent of any obligation concerning his/her response. No allowance will be made because of a lack of knowledge of this document. It is the responsibility of each Respondent to ascertain the completeness of the information contained herein and thoroughly address those concerns in their response to this RFP.

- 1.3 Written questions.** To control the dissemination of information regarding this RFP, Respondents interested in submitting an RFP shall not make personal contact with any member of the City to ask questions about this RFP other than as specified herein. No interpretation or clarification of the RFP will be made to a Respondent orally. All questions must be submitted in writing by email to the Purchasing Division (purchasing@ci.monroe.la.us) with the subject line “**Question RFP No. 2025-00000040 - PROPOSAL Tennis Professional**” no later than 2:00 p.m. on October 9, 2025. If discrepancies or omissions are found by any prospective Respondent or there is doubt as to the true meaning of any part of the RFP, a written request for clarification or interpretation must be submitted.
- 1.4 Revisions to RFP.** The City reserves the right to revise this RFP. Revisions, in the form of an Addendum to this RFP, will be sent to all Respondents on the Respondents’ List and included as part of this RFP.
- 1.5 Costs.** Respondents shall be responsible for all costs, expenses, and fees incurred in preparing and submitting proposals, negotiating with the City in any matter related to the proposal, and any other expenses incurred by the Respondent in connection with this RFP.
- 1.6 Request for Non-Consideration.** Requests for non-consideration or withdrawal of responses must be by email to the Purchasing Division (purchasing@ci.monroe.la.us) with the subject line “**Withdrawal RFP No. 2025-00000040 - PROPOSAL Tennis Professional**” and received before the time set for opening proposal.

2. Content of Proposal

- 2.1 Form.** The written proposal shall be simple to follow and understand. The proposal shall be submitted on 8 ½” by 11” paper. The text shall be concise, complete, and clearly written. Respondents are advised to provide a level of

thoroughness that will enable the City to clearly understand how the proposal will allow the City to achieve its objectives. All responses shall be the property of the City and will not be returned. During the evaluation process, the City reserves the right to request additional information or clarification from the Respondent if needed.

2.2 Public Records and Confidential and Proprietary Information. All responses are public records within the meaning of the Louisiana Public Records Law, La. R.S. 44:1, *et seq.* All records containing proprietary information must be identified and marked in accordance with La. R.S. 44:3.2(D) and must bear the designation “DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION.” The City retains the right to determine whether such information is, in fact, proprietary. The City will notify the Respondent of a request for records implicating the response and the City’s determination of whether the records will be produced.

3. Delivery

Proposals (one original, five printed copies, and one electronic copy on USB) must be delivered in a sealed envelope to the City of Monroe Purchasing Division by 2:00 p.m. on October 9, 2025. Proposals received after that date and time will be rejected by the City of Monroe as non-responsive and returned unopened. It is the proposer’s responsibility to ensure that its proposal is received by the City by the submission deadline.

Mark your envelope “**RFP No. 2025-00000040 – Proposal Tennis Professional,**” and mail or deliver the documents to:

Purchasing Division
1014 Grammont Street,
Monroe, LA 71201

X. Proposal Evaluation and Selection

1. Purpose. The purpose of this RFP is to identify and select a proposal that will deliver the greatest benefit to the City and its residents. The City may conduct discussions with any or all proposers about the contents of proposals. These discussions may include matters such as requests for additional information, interviews, and modifications or revisions to the original RFP, as may be allowed by law.

2. Initial Review of Responses. After the responses are opened on the established date and time, they will be reviewed for responsiveness. For a response to be considered

responsive, it must conform to all the substantial material terms and conditions required in the RFP. A response that does not conform to all the substantial material terms and conditions in the RFP may be declared non-responsive and may not be further evaluated. The City, however, reserves the right to waive any informalities or irregularities in the proposals.

3. Right to Reject. In addition to any other rejection or disqualification rights, the City shall have the right to reject any proposal that is not submitted timely, in the correct manner, or in the prescribed form. The City may also reject any proposal that is conditional, takes exception to any terms or conditions set forth herein, or fails to include required information.

4. Selection Committee. All proposals will be evaluated by the Proposal Selection Committee, which consists of the Mayor, the Chief Operating Officer, the Chief Economic & Cultural Development Officer, the Director of Parks and Recreation, and the City Attorney. All responsive proposals will be scored by the Proposal Selection Committee as a whole.

5. Post-Submittal Evaluations. The completeness and content of the proposal will be the basis for the initial evaluation. The Proposal Selection Committee shall have the right to conduct follow-up interviews or request additional information from proposers. The Proposal Selection Committee will recommend entering negotiations with the Proposer whose proposal represents the “best value” to the City and the Airport.

6. Evaluation Criteria. The proposal will be evaluated based on the following criteria:

- **Services and Certifications (20%)**
- **Experience (20%)**
- **References (20%)**
- **Scope of Work (40%)**

All proposals will be reviewed to ensure compliance with the requirements and completeness of information as requested in this RFP. Respondents may receive the maximum points, a portion of the points score, or no points at all, depending upon the merit of proposal, as judged by the selection committee

XI. Selection and Award

1. Pre-Recommendation Negotiation(s). Negotiations may be conducted with Respondents who submit proposals that are reasonably susceptible of being selected. All Respondents reasonably susceptible of being selected based on criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Proposal Selection Committee. However, the City may in its sole discretion, award a contract without interviews, based solely on information supplied in the proposal responses.

2. Proposal Recommendation and Notification. The Proposal Selection Committee shall make its recommendations in accordance with the timeline set forth in this RFP and will notify all proposers who were recommended for selection. Notice of the recommendation is not a binding commitment to enter into a contract.

3. Post-recommendation Negotiation(s) and Agreements. Following notification, the City may negotiate with all selected Respondents on the form of an agreement or contract. If the Respondent and City are unable to reach an agreement on the terms of an agreement after negotiation, the City reserves the right to select another proposal.

4. City Approval. All contracts are subject to and conditioned upon the City's approval of the agreement and its terms, if required by law. The City is not obligated to approve any proposal or its terms, and the City is not obligated to enter into any contract or agreement because of the institution of this process. A respondent is not entitled to an agreement by participating in this process or being recommended for selection.

XII. RFP Schedule

The City has established the following schedule in connection with this RFP, which is subject to revision or modification by the City at any time and for any reason:

Action	Date
RFP Issued	August 25, 2025
Deadline for Written Questions	September 15, 2025
Responses to Written Questions	September 24, 2025
RFP Submission Deadline	October 9, 2025, by 2:00 PM
Proposal Evaluation	October 9-October 19, 2025
Negotiation Period	TBD
Presentation and Approval	TBD

XIII. Reservation of Rights

Issuance of this RFP and receipt of proposals does **not** obligate the City to award an agreement to any respondent. The City reserves the right to:

- Accept or reject proposals for any reason, including any item or part of any proposal.
- Waive, alter, modify, or postpone any deadline set forth in this RFP.
- Waive any informalities or irregularities in proposals.
- Withdraw or cancel all or part of this RFP at any time without prior notice.

- Postpone proposal opening for convenience.
- Negotiate with respondents regarding the terms and conditions of any proposed agreements.
- Negotiate with respondents other than the selected proposer(s) should negotiations with the selected proposer(s) be terminated.
- Negotiate with more than one respondent simultaneously.

XIV. Other General Conditions

1. Disclaimer of Warranty. No written or oral warranties or assurances concerning the services have been made. No City employee is authorized to make any warranties or assurances.

2. No Assignment. The selected responder shall not sell, assign, transfer or convey the proposal or any resulting contract, in whole or in part, without the prior written consent of the City of Monroe, Louisiana.

3. Disqualification. The City reserves the right to unilaterally disqualify any Respondent who in the City's opinion fails to provide information or data requested or who provides materially inaccurate or misleading information or data. Further, the City reserves the right to unilaterally disqualify any Respondent based on any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of a proposal hereunder, the Respondent waives any right to object now, or at any future time, before any body or agency, including but not limited to, the City's elected officials, officers, agents, or employees, 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.

4. Legal Addresses. All notices, letters, and other communications to the Respondent will be mailed, faxed, emailed or delivered to the Respondent's business address, fax number or email address listed in the response. The Proposer may change the address or contact information at any time by notice in writing to the City.

5. Responses are Property of the City. All responses to this RFP become the property of the City. The City will not return responses or other information supplied to the City.

6. Public Records and Confidential and Proprietary Information. All responses are public records within the meaning of the Louisiana Public Records Law, La. R.S. 44:1, *et seq.* All records containing proprietary information must be identified and marked in accordance with La. R.S. 44:3.2(D), including bearing the designation "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION." The City retains the right to determine whether such information is, in fact, proprietary. The City will notify the

Proposer of a request for records implicating the response and the City's determination of whether the records will be produced.

7. Failure to Comply with Conditions. All Respondents shall comply with all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for rejection of the response.

8. No Offers or Gratuities. Respondent shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City.

9. No Collusion. Respondent shall not collude in any manner, or engage in any practices, with any other Respondent or Third Party, which may restrict or eliminate competition or otherwise restrain trade.

10. Disputes. In case of any doubt or difference of opinion as to any matter herein, the decisions of the City shall be final and binding on both parties.

11. Governing Law and Venue. In the event of any dispute or litigation, the submittal documents, specifications, agreement, interpretation and performance of the obligations imposed on the parties under this RFP, and all related matters, shall be governed by Louisiana law. The successful responder also agrees that the courts of the State of Louisiana shall have jurisdiction over the Respondent concerning any action brought by the City relating to the performance of the Respondent's obligations. The venue and jurisdiction of any suit, right, or cause of action arising under or in connection with these specifications shall lie exclusively in Ouachita Parish, Louisiana.