

Request for Submittal



Fitness Memberships

Corporate Partnerships and Development
City of San Diego
December 2014



CITY OF SAN DIEGO'S REQUEST FOR SUBMITTALS TO PARTICIPATE IN THE CITYWIDE EMPLOYEE BENEFITS PROGRAM

Introduction

The City of San Diego values its employees and, in an effort to enhance morale and productivity, it is interested in working with a FITNESS company and/or program to offer non-work related benefits to citywide employees. The City is looking for a company that can provide discounts on popular products, programs and services as well as provide incentives or product/service donations for employee morale programs. The City is interested in a program that will *not* use any tax dollars to implement.

The City will promote the Fitness Membership program to employees via e-mail blasts, intranet, posters or signage in employee break areas, at city employee events, at seminars or trainings, and other opportunities as they arise.

Scope of Services

Please provide detailed descriptions for the bullet points below. If there are additional services or fees not listed, please include them. If a category does not apply to your company, please note that it does not apply.

- Discount on sign-up fees, memberships, training sessions and other related items
- Number of locations
- Ability to offer information sessions at various City Facilities on benefits of fitness and nutrition
- Annual donations for use in Employee Morale program
 - Include example of donation type as well as quantity
- Availability to sponsor and table at employee recognition events
- Length of agreement
- Verification process of employee (or family member) status for discount eligibility
- Customized website or access code for City employees



Promotional Benefits and Opportunities

The City offers multiple sponsorship benefits, such as promotions, signage, events and exclusive opportunities and/or access to employees.

- The right to be designated and referred to as a “Preferred Fitness Partner of the City of San Diego” or similar, and use of moniker in company materials or advertising.



City of San Diego Intranet Site

- Promote tips as well as discounts (if applicable) on company products/services to approximately 10,000 city employees and retirees through City’s existing communication systems (intranet, emails, material distribution, educational seminars, training sessions and special events).
- Logo/messaging opportunities promoting fitness and/or other tips for employees in City of San Diego locations.

Evaluation Consideration

Each submittal will be evaluated by an Employee Benefits Program panel on its individual merits, whether it meets the general provisions outlined here and whether it is in the best interest of the City.

Some of the criteria for evaluation will include:

- Multiple locations
- Competitive discounts in marketplace
- Direct benefit to employees
- Reputation and BBB ratings

Confidentiality and Ownership of Proposals

Materials submitted to the City will be held as confidential during the selection process to the fullest extent permitted by a public agency under local, state, and federal law. After selection is made, the City may be required to disclose submittals if requested pursuant to the California Public Records Act.

Proposal

Please submit proposal via electronic mail to ncollura@sandiego.gov by **Tuesday, December 23, 2014**, and confirm receipt of your proposal.

The City reserves the right to reject any or all submittals, in whole or in part, and to negotiate with any company, or companies, after submittals are received, if such action is deemed to be in the best interest of the City. A letter of intent generated by the City will outline the services provided by partner(s). Programs that are not selected will be notified with opportunities to resubmit again in the future.

Contact Information

Please e-mail all questions, comments, and other communications to:

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