Subcontractor Policy & Program Proposal Application
Introduction and Proposal Guidelines

The Town of Foxborough is accepting proposals from persons interested in operating a program at the Foxborough Senior Center, Home to the Foxborough Council on Aging and Human Services.

The purpose of this packet is to outline the process for submitting proposals to the Director of Human Services. Submission of a proposal does not guarantee approval.

Interested persons will be known as Subcontractors/ Vendors/ Facilitators in this document.

Deadlines for Submission

It is expected that submissions will be accepted by the 1st of the month for the following month. For example; Applications received by September 1st will be for programs/events starting on or after October 1st.

Process

Step 1 The vendor submits the attached Proposal Form.
Step 2 The Director of Human Services and Council on Aging Program Coordinator review the proposal to determine if the program meets the appropriate criteria.
Step 3 The Director of Human Services determines approval or denial of the proposal.
Step 4 The Foxborough Senior Center enters into a written agreement with the vendor.
Step 5 The Foxborough Senior Center begins marketing and registration process.

Required for Proposal Submission

Copies of all required licenses, certifications, or credentials specific to the program are due prior to program consideration. Examples: CPR, First Aid, AED, Zumba Certification, etc.

Required after Approval of Program Proposal

Documentation of completed CORI checks on facilitators or instructors must be submitted no later than 30 days prior to the start of a program.

Criteria used to Evaluate Proposals

1. Alignment with the Foxborough Senior Center mission
2. Meets the needs and interests of the community
3. Diversity and innovation of programming
4. Suitability and availability of facilities
5. Cost to Participants
**Holidays**


**Facilities**

It is the responsibility of the vendor to determine that adequate space and utilities are available to support the specific program needs.

The Foxborough Senior Center will work to meet each vendor’s needs when possible. The Senior Center also reserves the right to make changes and adjustments to facility assignments before and/or during any program.

**Marketing**

The Foxborough Senior Center provides marketing and communications for all programs. Standard marketing may include printed media, website, social media, email distribution lists, and other shared town-wide resources. Additional marketing must be approved by the Director of Human Services in advance.

**Registration**

All registrations are required to take place through the Foxborough Senior Center in person or phone. Vendors and their respective facilitators are strictly prohibited from collecting payments and/or registration forms.

**Rosters**

Facilitators are required to take daily attendance to ensure all participants are fully enrolled. Attendance Sheets along with an invoice must be submitted within 7 days following the final date of the program.

Individuals that are not listed on the MySenior Center roster are prohibited from participation. The Vendor should direct these individuals to contact the Front Desk of Foxborough Senior Center in order to resolve the issue.

Any and all roster information provided through the use of My Senior Center is confidential and is prohibited from use unrelated to the specific program outlined in the agreement between the Vendor and the Town of Foxborough.
Facilitators

Program facilitators are to appropriately represent the Foxborough Senior Center and the Town of Foxborough. To some participants, the facilitator is the only representative that they will come in contact with. Facilitators must conduct themselves in a professional manner taking into account his/her personal appearance, and maintaining appropriate communications.

Payments

If the Subcontractor wishes to charge for a program, any and all funds collected will be split 80% / 20% between the Vendor and the Foxborough Senior Center, unless previously authorized by the Director of Human Services. The 20% that the Foxborough Senior Center retains will cover marketing costs, registrations, facility, basic supplies, and overhead other costs.

A completed W-9 Form, which is included in this document, is required from all Vendors prior to the start of a program. Upon completion of the program, Vendors must submit an invoice for payment, along with an attendance sheet within 7 business days after program. For recurring programs, vendors may choose to invoice 7 days after the program or on a monthly basis. Advanced payments are not possible. Invoices must include Vendor Name, Address, Phone Number, Program Name, Number of Participants, Cost per Participant, invoice number, and total amount due to the Vendor. The Foxborough Senior Center will not pay out on participants who received an agreed upon refund. Vendor payments will be processed and mailed out to the address on record within 21 days of receipt of the invoice.

Program Fees

Vendors are responsible for proposing the program fee to be advertised. The Director of Human Services will provide assistance on current market conditions as needed. The Vendor should consider the percentage split with the Foxborough Senior Center when determining the program fee.

Equipment and Supplies

Any equipment and supplies needed for a program are at the sole expense of the Vendor. The Council on Aging does not guarantee storage space for programs.
Program Cancellations and Postponements

Vendor
In the event that a facilitator is unable to run a program due to an emergency, it is the responsibility of the vendor to find a substitute that has been approved by the Foxborough Senior Center. If an approved substitute cannot be found, the vendor must contact the Foxborough Senior Center immediately in order to cancel or postpone the session. Refunds owed to participants will be determined according to the terms outlined in the written agreement between the Vendor and the Foxborough Senior Center.

Minimum Registrants
If a program does not meet the minimum number of registered participants by the registration close date, the Foxborough Senior Center will contact the Vendor to discuss whether or not to extend the registration close date and/or to proceed with the program.

Inclement Weather
In the event that the Foxborough Public Schools and/or the Town of Foxborough offices have an early dismissal or closure due to inclement weather, all programs will be cancelled.

Refunds
All participant questions regarding a refund should be directed to the Foxborough Senior Center. All refunds are processed at the sole discretion of the Director of Human Services.

Assessment and Evaluations
The Council on Aging will conduct program evaluations through surveys to gather feedback from our participants. Upon request from the Vendor, the Council on Aging will share Vendor related results.
**Vendor Information**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>Organization/Company Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, ZIP Code</td>
</tr>
<tr>
<td>Driver’s License or MA I.D. Number (Copy of I.D. Required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Phone</td>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Tax Exempt No</td>
<td>Web Address:</td>
</tr>
<tr>
<td>Alternate Contact Person</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Home Phone</td>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>

**Program Information**

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Facilitators Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Description:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Participants:</th>
<th>Maximum Participants:</th>
<th>Senior Only?</th>
<th>Yes</th>
<th>No</th>
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<table>
<thead>
<tr>
<th>Activity Notes (to be given to Participants):</th>
</tr>
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<table>
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<tr>
<th>Questions to be asked of Participants during registration (if any):</th>
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<table>
<thead>
<tr>
<th>Cost Per Resident:</th>
<th>Cost Per Non Resident:</th>
</tr>
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<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<table>
<thead>
<tr>
<th>Program Date(s)</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Is this a reoccurring program?</th>
<th>If so? Daily</th>
<th>Weekly</th>
<th>Bi-Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Registration Start Date:</th>
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Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/dissolved entity name, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

4. Address (number, street, and apt. or suite no.). See instructions.

5. City, state, and ZIP code.

6. Requester's name and address (optional).

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099-R (home mortgage interest, 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.