



OFFICE MEMORANDUM

Date: October 1, 2012

COORDINATION — ROUTING

Div.	Name	Initial	Date
Purchasing	Jonathan Harris		
Purchasing	Bob Space		
Remarks:			
Return To:			

To: Connie Singleton - Purchasing
From: Randy Bell - Parks
Subject: Request for Proposals
Tennis Pro Manager - Southwest
Williamson County Regional Park
Proposal Number: 13RFP00104
Re: Proposal Evaluation

The Parks & Recreation Department received one proposal for the Tennis Pro Manager for the Southwest Williamson County Regional Park from the Purchasing Department on August 28, 2012. Park staff evaluated the proposal using the following criteria:

1. Education, experience, qualifications, certifications, history of providing like services, and organizational / management practices associated with tennis center operations.
2. Proposed services, staffing plans, Pro Shop operations, programing, lessons, clinics, and overall vision to improve tennis center operations.
3. Criminal background checks and references.
4. Ability to meet insurance requirements according to industry standards.

Mr. Nayden holds a Bachelor of Arts Degree in Economics and Business Administration and has been in the tennis industry for over twenty two (22) years. With three (3) years of recent experience assisting the previous Tennis Pro for the Williamson County Parks & Recreation Department, Mr. Nayden has working knowledge of the department and related customer service needs, and he will be able to expand upon existing Williamson County Tennis Center Operations.

Additionally, Mr. Nayden has prior Tennis Center management experience in the Austin area to include tennis professionals, pro shop employees, revenue collection and related reports, logistics and lesson scheduling, finance and accounting practices, inventory control, payroll, fiscal controls and budgeting, accounts payable and receivable. Mr. Nayden is also experienced with marketing, advertising, and outreach functions which will help in his vision to grow the tennis center operations. Mr. Nayden is a lifetime member of the U.S. Tennis Association, and he is also a P1 level member of the United States Professional Tennis Association (USTPA). Additionally, Williamson County will be named as a rider under the insurance coverage that USTPA members receive; this coverage represents the industry standard for insurance.

Mr. Nayden and his assistant teaching professional successfully passed the Texas DPS Criminal History Background Checks as required by the Request for Proposal. The process for the Federal background check exceeded our timelines. Results are forthcoming however, and further action will be taken, if warranted, upon receipt of the Federal background check.

Connie Singleton

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References state that Mr. Nayden is extremely knowledgeable in tennis center operations, and that Williamson County would be "hard pressed" to find anyone more knowledgeable in this area. References also state that Mr. Nayden has "comprehensive knowledge" of the industry, and that he is a "top flight player" who can coach at all levels. References praised Mr. Nayden's outstanding customer service and his knowledge of leagues, tournament play, and his creative ways to grow the game of tennis. From a Williamson County perspective, we have found Mr. Nayden to be a great communicator who is very professional, flexible, customer oriented, and able to work around Parks Department operational needs.

After review and consideration of the RFP response and selection criteria, the Parks & Recreation Department recommends that Mr. Mark Nayden be awarded the Tennis Pro Manager - Southwest Williamson County Regional Park Proposal Number: 13RFP00104 for the initial contract period of October 1, 2012 through September 30, 2015. Mr. Nayden agrees to fulfill the Specifications stated in the Request for Proposal, and he has the qualifications, history of providing like services, and overall vision to successfully serve as the Tennis Pro for Williamson County Parks and Recreation Department.

Thank you.

Williamson County Parks &
Recreation Department
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Leander, Texas 78641
512-943-1920
<http://parks.wilco.org/>

Parks Mission: Our mission is to manage and operate a system of parks that will add quality to life, build community pride and spirit, promote physical fitness and self improvement, evoke an emotional and intellectual response to connections with nature, consider long term open space needs, preserve endangered species, and improve air quality.