



OFFICE MEMORANDUM

Date: September 6, 2017

COORDINATION — ROUTING

Div.	Name	Initial	Date
Purchasing	Blake Skiles		
Purchasing	William Hutchinson		
Remarks:			
Return To:			

To: Randy Barker – Purchasing Dept.
From: Randy Bell – Parks Dept.
Randy Bell
Subject: Request for Proposals
 Tennis Pro Manager - Southwest
 Williamson County Regional Park
 Solicitation #1707-172

Re: Proposal Evaluation

The Parks & Recreation Department received two (2) proposals for the Tennis Pro Manager for the Southwest Williamson County Regional Park from the Purchasing Department on August 14, 2017. Park staff evaluated the proposal using the following criteria:

1. Demonstrated applicable experience, qualifications, business plan, certifications, history of providing like services, and organizational / management practices associated with tennis center operations.
2. Proposed services, staffing plan, Pro Shop operations, programing, lessons, clinics, and overall vision to improve tennis center operations.
3. Criminal background checks and references.

Aubrie Rippner, Owner and CEO of Rippner Tennis LLC, has been involved in the sport of tennis for well over twenty (20) years. Ms. Rippner founded Rippner Tennis LLC in 2007 and has been the Pro Manager for over ten (10) years at the South Austin Tennis Center. Ms. Rippner has proven extremely successful in providing and managing high-value tennis in a public setting, and has shepherded continuous growth of her business for over a decade with instruction that ranges from introductory programs, to a very strong Junior Tennis program, to advanced adult programs.

Ms. Rippner has a strong, successful working knowledge of the tennis service industry and will be able to expand upon existing Williamson County Tennis Center Operations. Additionally, Ms. Rippner's tennis center experience includes management of 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. Ms. Rippner is also experienced with marketing, advertising, and outreach functions that will help in her vision to grow the Wilco Tennis Center operations.

Ms. Rippner and key staff are members of the U.S. Tennis Association and Capital Area Tennis Association. Ms. Rippner and her staff agreed to criminal background checks as required by the Solicitation. Results are forthcoming, and further action will be taken, if warranted, upon receipt of the results.

Randy Barker
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A reference states that Ms. Rippner is extremely knowledgeable in tennis center operations, and her outstanding customer service and knowledge of leagues, tournament play, and her creative ways to grow the game of tennis has contributed to her successful operation.

Ms. Rippner was very professional in her interview with the evaluation committee, and appears to be very flexible, customer oriented, and able to work around Parks Department operational needs. Ms. Rippner has the qualifications, the history of providing like services, and an overall vision to successfully serve as the Tennis Pro for Williamson County Parks and Recreation Department.

After review and consideration of the Solicitation response and selection criteria, the Parks & Recreation Department recommends that Ms. Aubrie Rippner (Rippner Tennis, LLC) be awarded the Tennis Pro Manager - Southwest Williamson County Regional Park Solicitation #1707-172 for the initial contract period of October 1, 2017 through September 30, 2020.

Thank you.

Williamson County Parks &
Recreation Department
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<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.