

The Evergreen State College Wellness Committee Massage Vendor Selection Process

Vendor Selection Process:

- 1) Any massage vendor, licensed in the state of Washington, may apply;
- 2) A clearly stated application process will be posted on The Evergreen State College Wellness Website <http://www.evergreen.edu/employment/wellness.htm>;
- 3) The application process will require the following: letter of interest and a minimum of two references. Applicant must indicate they can provide proof of a Washington State Massage Practitioner License and add Evergreen State College as an additional insured on their liability insurance;
- 4) The Wellness Coordinator, or his/her designee, will review the application materials, contact references and approve or deny the application;
- 5) If the application is denied, the Wellness Coordinator, or his/her designee, will notify the applicant of the denial and the explain reason(s) for denial;
- 6) If the application is approved, the vendor will be placed on the "TESC Wellness Massage Vendor Roster" and be notified of their acceptance;
- 7) Approved vendors will be offered the opportunity to provide services in three month increments, beginning at the start of Fall, Winter and/or Spring quarters;
- 8) Offers will be made to vendors in the order of application received; i.e; first come, first served basis;
- 9) Vendors will be rotated quarterly;
- 10) After all massage vendors on the approved vendor list have had an opportunity to provide services, vendors will be asked back in the order listed on the approved vendor list. If no other approved vendors are on the list, a vendor may be offered the option to extend their services an additional three months;
- 11) Vendors must commit to providing services a minimum of once a month and a maximum of once a week, during the three month term.

Other Information:

- 1) Vendors will be provided space on campus at no charge as they will be providing a Wellness benefit for staff and faculty;
- 2) The Wellness Coordinator, or his/her designee, will arrange for the space on campus;
- 3) The college is not responsible for the scheduling of individual massages. All scheduling will be done by staff and faculty directly with the vendor;
- 4) Massage services will be paid by the staff or faculty for services rendered directly to the vendor;
- 5) Vendors must provide a copy of their Washington State issued Massage Therapy License and add The Evergreen State College as an additional insured to their liability insurance. Copies will be sent to Business Services;
- 6) A copy of the vendor license must be displayed prominently in the space on campus where the vendor is providing massage services;
- 7) Staff and faculty using the services will be requested to provide feedback on the service providers. Feedback can be provided electronically via The Evergreen State College Wellness Website. The Wellness Committee will review and discuss the feedback and take appropriate action. The Wellness Committee retains the right to cancel the vendor agreement and remove from the approved vendor list at any time in the event of multiple instances of negative feedback or reports of misconduct.
- 8) A vendor agreement will be prepared outlining requirements and expectations.