

REQUEST FOR PROPOSALS
REGIONAL SCHOOL DISTRICT 8
HEBRON, CT

ATHLETIC TRAINING SERVICES

June 19, 2019

Sealed proposals are invited by Regional School District 8 for athletic training services. Proposals will be received until 11 AM., Friday, July 19, 2019 at the Business Office, Regional School District 8, 85 Wall Street, Hebron, CT 06248. Proposal specifications may be obtained by email request to Eva Gallupe at eva.gallupe@rhamschools.org. Regional School District 8 reserves the right to reject any and all proposals or to waive any defect, irregularities or informalities. EOE

Attached are the requirements and specifications.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to secure professional athletic training services based at RHAM High School and Middle School, located at 85 Wall Street, Hebron, CT 06248.

Athletic training/sports medicine personnel would be responsible for the coordination and administration of a comprehensive health care program for the student athletes of Regional School District 8. The extent and character of the services to be performed will be subject to the general control and approval of the Athletic Director or his designee.

ISSUING OFFICE/ADMINISTRATIVE GUIDANCE

The Regional School District 8 Business Office is the issuing office for this document and all subsequent addenda relating to it.

The information provided herein is intended to assist interested bidders in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested bidders with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Bidders are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Please note, however, that all forms provided must be completed and become part of the submitted proposal in order for the proposal to be considered complete.

Questions related to any portion of this Request for Proposal should be directed in writing to the Business Manager (eva.gallupe@rhamschools.org) only written questions will be accepted.

RESPONSE DATE

A copy of your proposal must be received at the Regional School District 8 Business Office, 85 Wall Street, Hebron, CT 06248, prior to 11:00 a.m. on Friday, July 19, 2019. Proposals received after the above time will be rejected.

TERM OF CONTRACT

This pricing agreement will cover three academic years (2019-20, 2020-21 and 2021-22).

This contract will commence on approximately August 19, 2019.

The contract cannot be assigned, sublet, sold, transferred, or otherwise disposed of by either party without the written consent of the other.

TERMINATION OF CONTRACT

Either party may terminate this agreement, without consequences, upon 30 days written notice to the other party. In the event of termination for cause is the result of default or negligence on the part of the contractor, the 30 days' advance notice requirement shall be waived.

CONSIDERATION OF PROPOSALS

Regional School District 8 may award a contract based upon the proposals received without discussion of such proposals. Accordingly, each proposal should be submitted with the most favorable price and services standpoint. Regional School District 8 reserves the right to reject any and/or all proposals or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the Regional School District 8, will best meet the interests of the Regional School District 8, provided nothing herein, shall be deemed to waive any requirement of federal, state, or local law. Under no circumstances will Regional School District 8 be responsible for the cost of preparing any proposal.

Regional School District 8 intends to select a bidder to provide its athletic training service based on factors which include, but are not limited to, the comprehensiveness and quality of the proposal, the experience of the bidder in providing services to school districts, the quality of similar services presently provided by the bidder, the costs submitted to the bidder and factors, which in the opinion of Regional School District 8, will lead to a quality training program.

Proposers are advised to provide information detailed sufficiently to enable evaluation of their capabilities, experience, and approach to the services outlined in the proposal. Each proposal should provide a straight forward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposals.

INDEMINIFICATION

The contractor agrees to indemnify, defend, and hold harmless Regional School District 8, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract.

INSURANCE

The successful contractor shall provide a certificate of insurance naming Regional School District 8 as "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Connecticut.

- A. General Liability (including completed operations coverage) - \$1,000,000 (combined single limit) and \$2,000,000 aggregate coverage.
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- B. Worker's Compensation per state statute.
- C. Professional Liability - \$3,000,000 (covering the trainer).

EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

**Regional School District 8
Athletic Training Services
Detailed Specifications**

Services to be provided:

Under the base bid, the vendor will provide, athletic training, education, physical therapy and other related services. The scope of the services requested is as follows:

Game Coverage:

During the Fall Season the AT spent roughly 30 hours per week at the High School.

During the Winter Season the AT spends 30 hours a week at the school with the different sports.

For the spring it will likely reflect the Fall Season in terms of hours.

Hours for the Middle School dependent on season however, and will be allocated from the aforementioned hours with the possibility of on-call if the need arises.

RHAM had over 250 home events in the 2018-19 not including Spring CCC & CIAC playoff games.

*Sports-Fall	Varsity	JV	Thirds/Fr.
Cheer	X	X	
Cross Country-Boys	X		
Cross Country-Girls	X		
Football	X	X	
Soccer-Boys	X	X	
Soccer-Girls	X	X	X
Volleyball	X	X	
* Sports Winter			
Basketball-Boys	X	X	X
Basketball-Girls	X	X	
Cheer	X	X	
Ice Hockey-Boys#	X		
Ice Hockey-Girls#	X		
Indoor Track & Field-Boys	X		
Indoor Track & Field-Girls	X		
Swimming & Diving-Coed#	X		
Unified	X		
Wrestling	X		
*Sports Spring			
Baseball	X	X	
Golf (Coed)	X		
Lacrosse-Boys	X	X	
Lacrosse-Girls	X	X	
Softball	X		
Track & Field-Boys	X		
Track & Field-Girls	X		

- 1) A Trainer is required at all Varsity Football games **both** home and away
- 2) A Trainer is required at all Junior Varsity Football home games.
- 3) Tournament coverage will be provided at the request of the Athletic Director.
- 4) As outlined in the Hours of Operation section of these specifications, the Athletic Director will determine coverage of games during each season based on injury rate, time, location, and number of contracted hours.
- 5) If a new sport/level is added by the school district, it is automatically covered under this agreement.

Administrative Duties:

- 1) Assist Athletic Director in ordering of supplies.
- 2) Maintain inventory of supplies.
- 3) Maintain Injury Report forms for injured players.
- 4) Maintain record of training visits and treatments.
- 5) Maintain emergency file on student athletes.
- 6) Complete season and yearly injury reviews.
- 7) Coordinate student intern/job shadowing program in athletic training.
- 8) Establish emergency procedures plan.
- 9) Review of services with Athletic Director.
- 10) Coordinate and prioritize game coverage schedule.
- 11) Make decisions regarding injury treatment/rehabilitation: In the absence of a medical doctor's instructions, the Athletic Trainer will make treatment/rehabilitation decisions regarding injuries to student athletes. In addition, the Athletic Trainer will clear student athletes to return to competition/practice at the end of any treatment/rehabilitation period.
- 12) Serve as Chief Administrator (provision of all services listed above).

Training Room Duties:

- 1) Injury assessment and recognition.
- 2) Rehabilitation on injured athletes.
- 3) Injury Prevention.
- 4) Practice and game preparation of athletes.
- 5) Consultations with coaches, parents and medical providers.
- 6) Equipment fitting and safety.
- 7) Supervision of training room activity.
- 8) Referrals for required medical and rehabilitation.
- 9) Serve as Head Athletic Trainer (provision of all services listed above).

Specific Duties:

- 1) The prevention of injuries would include:
 - Administering and monitoring return to play protocol.
 - Administering of Impact Concussion testing for student-athletes as directed by the Athletic Director.
 - Assist the staff in the selection of safe and appropriate equipment. (i.e. shoes, pad, etc.)
 - Reporting and correcting physical hazards.
 - Providing expertise in applying protective taping, wraps and dressings, as well as the use of protective braces.
 - Reviewing the physical examination forms of all student athletes.

2) First aid for new injuries will include:

- Providing expertise in the identification and application of first aid procedures for acute injuries.
- Maintaining adequate medical supplies and ensuring their proper location for immediate use.
- Arranging for emergency medical transportation as necessary.
- Providing first aid equipment and/or coverage for visiting teams as per established protocols.
- Maintaining records of first aid care rendered.

3) Treatment of injuries will include:

- Conducting appropriate treatment plans at scheduled times.
- Maintaining contact with referring physicians and with parents/guardians regarding an athlete's progress, status and program of care.
- Maintaining records of progress of all treatments.
- Submitting all data in RIO database as required by the CIAC and state law.
- Advising the coach when an athlete may safely participate in practice or games following injury or illness.
- Advising coaches regarding limitations and precautions necessary for safe play.
- Advising administration and coaching staff when competition should be halted due to safety reasons.

Hours of Operation:

One Certified Athletic Trainer will generally be on duty for 30 hours per week at the discretion of the Athletic Director, up to 6 days per week during the School's athletic season. During the fall and winter sports seasons, and during vacation periods, the daily hours are subject to change at the sole discretion of the Athletic Director. Schedule adjustments also occur due to the number of night games scheduled. Game coverage is considered a priority. Game coverage for all football games both home and away will be mandatory. The weekly hours of the Athletic Trainer will be scheduled accordingly with some weeks requiring more than 30 hours and other weeks requiring less than 30 hours

If interns are utilized, to meet the Athletic Trainer needs, a certified athletic trainer must oversee and review the intern.

Equipment and Supplies:

Regional School District 8 will provide all training and first aid supplies necessary to support this program. Required quantities of training and first aid supplies to be kept on hand by the school district will be determined by the Athletic Director. The Athletic Director must approve any training or first aid equipment requested and not currently available on the premises of Regional School District 8. Regional School District 8 will procure this equipment, outside the scope of this contract.

Contractor Billing:

The vendor may bill the school district for 1/3 the total annual cost of the program for each school year on November 1st, January 1st, and April 1st. Billing for additional services beyond the basic service program may be billed monthly.

Special Services:

Coverage of post-season tournaments and playoffs are covered under this contract at no cost to Regional School District 8 if the event is a home game irrespective of the time. Coverage of post-season tournaments and playoffs that are away games will be at no charge if the event is held during the Athletic Trainer's regular hours.

Coverage of post-season tournaments and playoffs that are away games and held outside of the Athletic Trainer's regular hours (except football) will be chargeable to Regional School District 8. Specific fees that the vendor can charge to the school district for these services must be identified in the submitted proposal.

Certification Required of Athletic Trainers:

All Athletic Trainers assigned to RHAM will hold NATA certification (National Athletic Trainers Association). All substitute Athletic Trainers are to be NATA certified and an employee of the vendor.

Background Checks for Athletic Trainers:

State of Connecticut requires anyone working in a public school system to have back ground information checks via finger printing through FBI and the State of Connecticut database systems. As well as the Contractor Verification form completed as in accordance with Public Act 16-67.

Vendor Credentials:

The organization/company providing the Athletic Trainer services to Regional School District 8 must have successfully provided similar services to other school district(s) in Connecticut. Please list education client(s) including contact names, addresses, phone numbers and email addresses.

Selection Criteria:

Selection will be based on the candidate's ability to offer a complete range of services at a competitive price. Candidate responses will be evaluated based on:

- Responsiveness of the proposal in developing a comprehensive work plan and processes;
- Qualifications, experience in and credentials of the professionals assigned to the client;
- Ability to communicate effectively;
- Experience and tenure with other educational clients;
- Cost.

All key personnel to be involved in providing professional services will be expected to be made available upon request for any oral presentations that might be scheduled.

Alternate 1

Sports Medicine Program:

- 1) CIAC Weight Control for Wrestling: Meet with the coach and team on an annual basis to provide education and discuss proper nutrition, avoidance of dehydration, and determination of appropriate body weight for student athletes.
- 2) Conduct Coaches Education Workshops: One workshop to be conducted each sport season (Fall, Winter, Spring). Workshops may include information about potential areas of concern for coaches. Examples of possible topics for these workshops include: heat exhaustion, conditioning, head and neck injuries. The Athletic Director will provide final approval for workshop content.
- 3) Health Information Distribution: On an ongoing basis the successful contractor will:
 - Educate athletes as to proper nutritional practices for young people involved in rigorous physical activity.
 - Promote the concept of total physical fitness habits that can persist for a lifetime
 - Counsel athletes in seeking proper medical assistance for follow-up care and/or surgery.
 - Provide advice regarding drugs, ergogenic aids, smoking, rest, drinking, etc.

**REQUEST FOR PROPOSALS
FOR REGIONAL SCHOOL DISTRICT 8
ATHLETIC TRAINING SERVICES**

The company identified below agrees to all of the conditions, specifications and instructions contained in the attached specifications and will provide the services designated therein as specified. (If bidding on both Athletic Training with Alternate 1 please place price across from bolded dates. If not bidding on Alternate 1 please place pricing under that line).

August, 2019 – June, 2020 \$ _____

Without Alternate 1 pricing \$ _____

August, 2020 – June, 2021 \$ _____

Without Alternate 1 pricing \$ _____

August, 2021 – June, 2022 \$ _____

Without Alternate 1 pricing \$ _____

____ Client References Submitted

The undersigned is submitting this bid without collusion with any other individual or corporation.

SUBMITTED BY:

Firm: _____

Signature _____

Address: _____

Name _____

Title: _____

Telephone: _____

Acknowledgement of Addendum #1 _____ (if issued)

(Please Sign)

AFFIRMATIVE ACTION STATEMENT

Date _____

The employment policies and practices of _____
(Vendor)

Are to recruit and employ qualified job applicants without discrimination based on race, creed, color, religion, age, sex, national origin or handicap and to treat all employees equally without discrimination because of race, creed, color, religion, age, sex, national origin or handicap.

(Signature)

MUST BE ENCLOSED WITH BID

**STATE OF CONNECTICUT
Contractor Verification
(in accordance with Public Act 16-67)**

Directions to Contractor: Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.

In addition, pursuant to Connecticut General Statutes (C.G.S.) § 10-233c, the contractor is required to contact – either telephonically or through written communication – any current or former employer of an employee if such employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator or if the employment caused the employee to have contact with children, to request any information concerning whether there was a finding of abuse or neglect or sexual misconduct against the employee. If the contractor receives any information indicating such a finding, or otherwise has knowledge of such a condition, the contractor must immediately forward such information to any local or regional board of education with which the contractor is under contract.

Directions to Employee of Contractor: Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.

Section 1 – To be completed by Contractor

Name	
Street address	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 2 – To be completed by Employee of Contractor

Part A. On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator, or if such employment otherwise caused you to have contact with children.

Part B. Please complete the questions below in their entirety.

Have you ever:

- Y N Been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department (answer “no” if the investigation resulted in a finding that all allegations were unsubstantiated)?
- Y N Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?
- Y N Had a professional or occupational license or certificate suspended or revoked or ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Part C – Written Consent and Disclosure Authorization. I hereby authorize the entities I have listed in Section 2 of this form to release to the entity listed in Section 1 of this form the information required to be released by my previous employer pursuant to (C.G.S.) § 10-222c along with any related records. I hereby consent to and authorize disclosure by the State Department of Education of the information requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67, and I hereby authorize the release by the State Department of Education of any related records. I further hereby release the above-named employer(s) and the State Department of Education from any and all liability of any kind that may arise from the disclosure or release of records requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67.

Signature of Applicant

Date

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct means – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes § 10-222c(k).

Abuse or neglect means – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes § 10-222c(k).

The Connecticut State Department of Education is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, criminal record, political beliefs, genetic information, intellectual disability, past or present history of mental disability, learning disability, or physical disability, including, but not limited to, blindness or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.