

SOUTH WINDSOR PUBLIC SCHOOLS

**1737 Main Street
South Windsor, CT 06074**

**Bidding Manual for
Athletic Trainer Services 2022-2025
BID# 2023-001**

BID OPENING

**July 20, 2022
11:00 a.m. - Room 303**

**Ms. Chris M. Chemerka
Director of Finance & Operations**



LEGAL NOTICE

SOUTH WINDSOR PUBLIC SCHOOLS

**REQUEST FOR PROPOSAL
FOR
ATHLETIC TRAINER SERVICES 2022-2025
BID# 2023-001**

RFP documents for Athletic Trainer Services for the South Windsor Public Schools for August 2022 to June 2025. RFP # 2023-001 may be obtained at the Business Office of the Director of Finance & Operations, South Windsor Public Schools, 1737 Main Street, Room 203, South Windsor, CT or online at www.southwindsorschools.org on or after 9:00 a.m., July 1, 2022.

Sealed proposals will be received at the address listed above until 10:50 a.m., Eastern Standard Time, on July 20, 2022. Thereafter, the name of the firms that have submitted proposals will be publicly read aloud.

The South Windsor Public Schools reserve the rights to: amend or terminate this Request for Proposal; accept all or any part of a proposal; reject any or all proposals, in whole or in part; waive any technical defects, informalities or non-material deficiencies in a proposal; and award the proposal, in whole or in part, including accepting a proposal or part of a proposal, that, in its judgment, will be in the South Windsor Public School's best interests.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to secure professional athletic trainer services for South Windsor Public Schools (SWPS) for 2022-2023, 2023-2024, and 2024-2025 school years.

Athletic training/sports medicine personnel would be responsible for the coordination and administration of a comprehensive health care program for the student athletes of SWPS. 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 SWPS 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 AND AMENDMENTS

Any questions regarding the bid, including the process and procedures and specifications, are to be submitted in writing to:

Lindsay Sloan, Business Office Assistant
lsloan@swindsor.k12.ct.us

The representative listed above must receive any questions no later than July 12, 2022 by 2:00 p.m. The SWPS will answer all pertinent written questions by issuing an addendum, which shall become a part of the Invitation to Bid, containing all pertinent questions received as provided above and decision regarding same. Such addenda will be posted on the SWPS's website (www.southwindsorschools.org) by July 13, 2022 by 4:00 p.m. Each bidder is responsible for confirming with the SWPS whether any addenda have been issued, and if so, obtaining a copy of such addenda and completing its Bid in accordance with the Bid Documents modified by such addenda.

No oral statement of the SWPS, including oral statements by the representative listed above, shall be effective to waive, change, or otherwise modify any provision of the Bid Documents, and no bidder or prospective bidder shall rely on any alleged oral statement.

RESPONSE DATE

Two paper copies and one digital copy of your proposal must be received at the SWPS Business Office, 1737 Main Street, South Windsor, CT 06074, prior to 10:50 a.m. on Wednesday, July 20, 2022.

Proposals received after the above time will be rejected.

- a. Sealed bids will be received at the Office of the Director of Finance & Operations, SWPS, 1737 Main Street, Room 203, South Windsor, CT 06074, until 10:50 a.m., Eastern Standard Time, on July 20, 2022. Bids received after that time will not be considered and will be returned unopened to the bidder.
- b. All bids must be submitted in sealed envelopes, bearing on the outside, the name of the proposal for which the bid is submitted: South Windsor Public Schools Athletic Trainer Services 2022-2025 Bid# 2023-001 and the name and address of the bidder.
- c. If forwarded by the mail, the sealed envelope containing the bid and marked as directed above, must be enclosed in another envelope, address as specified.
- d. The bid forms must be completed with a bid price for any or all of the options presented therein, except as otherwise expressly provided herein.

TERM OF CONTRACT

This pricing agreement will cover three academic years (2022-2023, 2023-2024, and 2024-2025).

This contract will commence on approximately August 15, 2022.

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 60 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 60 days' advance notice requirement shall be waived.

CONSIDERATION OF PROPOSALS

The submission of a bid will serve as conclusive evidence that the bidder has satisfied itself as to all requirements outlined in the bid documents and to all conditions concerning the work of the contract and the execution of any contract which may ensue. Each proposal should be submitted with the most favorable price and services standpoint. The SWPS 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 SWPS, will best meet the interests of the SWPS, provided nothing herein, shall be deemed to waive any requirement of federal, state, or local law. Under no circumstances will the SWPS be responsible for the cost of preparing any proposal.

The SWPS intends to select a vendor to provide its athletic trainer services 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 the SWPS, 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.

OTHER INFORMATION

Bidders are to address all aspects of the Bid Documents as they will be incorporated into the contract that the SWPS enters into with the selected vendor.

The SWPS reserves the right, either before or after the opening of bids, to ask any bidder to clarify its bids or submit additional information that the SWPS in its sole discretion deems desirable.

Costs for preparing bid

Each bidder's cost incurred in developing its bid are solely its responsibility, and the SWPS shall have no liability for such costs.

Ownership of bids

All bids submitted become the property of the SWPS and will not be returned to bidders.

Freedom of Information Act

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its proposal that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the SWPS, the SWPS shall, to the extent permitted by law, protect from unauthorized use and disclosure such Confidential Information.

Non-Collusion

By submitting a bid, each bidder, and each person signing on behalf of any bidder, certifies under penalty of perjury that, to the best of his/her knowledge and belief, the prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or competitor, and further, that the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.

CONTRACT AWARD/EXECUTION

All bids will be publicly opened and names of companies submitting bids will be read aloud, on the date, time, and at the place identified in the Invitation to Bid. Bidders may be present at the opening.

The SWPS may elect to award the contract to other than the lowest bidder if it is judged to be in the best interest of the SWPS. Criteria which could be applied in the determination would include, but not be limited to, financial responsibility, service, performance on contracts, and experience. During the evaluation of the bids, the SWPS may request bidders to make oral presentations.

The SWPS reserves the following rights: (a) to reject any and all bids, in whole or in part, (b) to waive any irregularity, (c) to award or reject a bid on the basis of previous performance, reputation or experience, (d) to accept the one that will be in the best interest of the district.

No bid will be accepted, nor contract awarded, to any contractor whose performance on any previous contract with this or any other school district has been determined to be unsatisfactory. The SWPS reserves the right to be the sole judge in this decision.

No contract will exist unless and until a written contract is executed by both the SWPS and the contractor. No bidder can claim any contract rights by virtue of submitting a bid, including the lowest bid.

Bidders will not include federal excise taxes nor state sales taxes from which SWPS are exempt.

INDEMINIFICATION

The contractor agrees to indemnify, defend, and hold harmless the SWPS, 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 the SWPS and the Town of South Windsor 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).
- D. Auto Liability: \$1,000,000 (if applicable)
- E. Excess/Umbrella Liability (with all liability coverages as underlyers): \$5,000,000
- F. Workers' Compensation & Employers Liability-\$1,000,000 in Employers Liability limits

EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education transacts business with firms which are in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination. By submitting a bid you are indicating your firm does not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identify or expression, except in the case of a bona fide occupational qualification.

Detailed Specifications

Services to be provided:

Under the base bid, the vendor will provide, athletic training, education, co-teaching a high school Sports Medicine Course, physical therapy and other related services. The scope of the services requested is as follows:

Game Coverage:

Sport/Activity	Varsity	JV	Freshmen/Thirds
Fall			
Cheerleading	X		
Swimming & Diving-Girls	X		
Cross Country-Boys & Girls	X		
Field Hockey	X	X	
Football	X	X	X
Soccer - Boys	X	X	X
Soccer - Girls	X	X	
Unified Sports-Soccer	X		
Volleyball - Girls	X	X	X
Winter			
Basketball-Boys	X	X	X
Basketball-Girls	X	X	
Cheerleading	X		
Gymnastics	X		
Ice Hockey - Boys	X		
Dance Team	X (might have program)		
Indoor Track & Field-Boys & Girls	X		
Swimming & Diving	X		
Unified Sports-Basketball	X		
Wrestling	X	X	
Spring			
Baseball	X	X	X
Golf-Boys	X		
Golf-Girls	X		
Lacrosse-Boys	X	X	
Lacrosse-Girls	X	X	
Softball	X	X	
Tennis-Boys	X		
Tennis-Girls	X		
Track & Field-Boys	X		
Track & Field-Girls	X		
Unified Sports-Track	X		
Volleyball-Boys	X	X	

- 1) A Trainer is required at all Varsity Football games **both** home and away.
- 2) Tournament coverage will be provided at the request of the Athletic Director.
- 3) 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.
- 4) 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) Assist and attend 3 preseason (Fall, Winter, Spring) Coaches' meetings.
- 3) Maintain inventory of supplies.
- 4) Maintain Injury Report forms for injured players.
- 5) Maintain record of training visits and treatments.
- 6) Maintain emergency file on student athletes.
- 7) Complete season and yearly injury reviews.
- 8) Coordinate student intern/job shadowing program in athletic training.
- 9) Establish emergency procedures plan.
- 10) Review of services with Athletic Director.
- 11) Coordinate and prioritize game coverage schedule.
- 12) 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.
- 13) 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).

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) Counsel athletes in seeking proper medical assistance for follow-up care and/or surgery.

- 4) Health Information Distribution (potential program with a cost to athletes interested): On an ongoing basis the successful contractor will:
- Educate athletes as to proper nutritional practices for young people involved in rigorous physical activity.
 - Train athletes for the upcoming season with a weight-lifting and/or conditioning program that includes flexibility.
 - Provide advice regarding drugs, ergogenic aids, smoking, rest, drinking, etc.

Specific Duties:

- 1) The prevention of injuries would include:
 - Administering of Impact Concussion testing for all 9th and 11th grade student-athletes as well as new students to the school 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 30-35 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 30-35 hours and other weeks requiring less than 30-35 hours.

Equipment and Supplies:

The SWPS 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 the SWPS. SWPS will procure this equipment, outside the scope of this contract.

Contractor Billing:

The vendor may choose to 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 the SWPS 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 the School District. 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 SWPS will hold NATA certification (National Athletic Trainers Association). All substitute Athletic Trainers are to be NATA certified and an employee of the vendor.

Vendor Credentials:

The organization/company providing the Athletic Trainer services to the SWPS must have successfully provided similar services to other school district(s) in Connecticut. Please list two other Connecticut 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.

**REQUEST FOR PROPOSALS
FOR SOUTH WINDSOR PUBLIC SCHOOLS
ATHLETIC TRAINING SERVICES 2022-2025**

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.

August, 2022– June, 2023 \$ _____

Additional Fee Structure- If Any \$ _____

August, 2023 – June, 2024 \$ _____

Additional Fee Structure- If Any \$ _____

August, 2024 – June, 2025 \$ _____

Additional Fee Structure- If Any \$ _____

____ 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