

February 8, 2021

**REQUEST FOR PROPOSALS
ATHLETIC TRAINER SERVICES**

**KING PHILIP REGIONAL HIGH SCHOOL
WRENTHAM, MA**

Larry Azer
Director of Finance and Operations
King Philip Regional School District
18 King Street
Norfolk, MA 02056

**King Philip Regional High School
February 8, 2021**

REQUEST FOR PROPOSALS

ATHLETIC TRAINER SERVICES

The King Philip Regional High School requests sealed written proposals for Athletic Trainer Services to be utilized over a three year period for Athletic teams in fall, winter, and spring sports seasons. Proposals will be accepted by the King Philip Regional District Office, attention Larry Azer, 18 King Street, Norfolk, MA 02056 **on or before 12:00 PM Friday, March 12th, 2021.**

King Philip Regional School District reserves the right to waive any informality in any and all proposals, or to reject any or all proposals, if it is in the interest of the King Philip Regional School District to do so.

KING PHILIP REGIONAL SCHOOL DISTRICT

February 8, 2021

Notice to Proposers

REQUEST FOR PROPOSALS FOR ATHLETIC TRAINER AND WELLNESS SERVICES

King Philip Regional High School invites interested parties to submit sealed, written proposals for Athletic Trainer Services to Mr. Larry Azer at the King Philip Regional School District, 18 King Street, Norfolk, MA 02056. One (1) original and Two (2) copies are required upon submission.

King Philip Regional HS has chosen to use the Request for Proposal process because we feel that it is in the best interest of the district to have the opportunity to evaluate qualifications and price. The district will choose the vendor that ranks most advantageous to provide services to the schools.

No proposal received after this time established herein will be considered regardless of the cause for delay in the receipt of any such proposal.

Interested parties should submit a price and non price proposal in separate sealed envelopes.

Proposals will not be opened in public but will conform to M.G.L. Chapter 30B, §§ 5 and 6 and will be opened in front of a designated witness. Proposals will be opened on **Friday, March 19, 2021**.

The King Philip Regional School District reserves the right to accept or reject any or all proposals, wholly or in part, and to make the award in the best interest of the King Philip Regional School District. The Superintendent of Schools is the awarding authority.

The award of the contract for Athletic Trainer Services will be made within a minimum of sixty (60) days of the opening of the proposals.

The successful contractor will enter into a contract with the King Philip Regional School District within thirty (30) days of the award. The intent of the King Philip Regional School District is to have the successful vendor begin full service with the King Philip Regional School District by **July 1, 2021**.

KING PHILIP REGIONAL SCHOOL DISTRICT

Larry Azer
18 King Street
Norfolk, MA 02056

SECTION I. SCOPE OF SERVICES

The selected contractor shall provide Certified Athletic Trainer services to sports teams at King Philip Regional High School. The Athletic Trainer will be responsible for the coverage of all teams in fall, winter and spring sports seasons.

Description of King Philip Athletic Program:

- 30 varsity sports
- 1,000+ athletes
- Event Sites: King Philip Regional High School and connecting fields, Foxboro Sports Center, Pond Street Athletic Complex, King Philip Regional Middle School, Wentworth Golf Club, Ski Ward, away football games, Rice Complex, Plainville Athletic Complex and any other sites determined by the Athletic Director.

The contract shall include all labor and services required for proper performance of the work as specified hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trade or trades involved. All medical supplies will be provided by the King Philip Regional School District.

RESPONSIBILITIES

- Provide Athletic Trainer Certified Professional care and coverage at all determined King Philip Athletic Events at various locations.
- Prevention of athletic injuries through functional movement screenings, wellness strength training and conditioning, taping, hydrating and stretching.
- Education of coaches and athletes regarding prevention of and treatment of athletic injuries.
- Provide immediate first aid for athletic injuries in a professional manner.
- Provide rehabilitation of athletic injuries
- Referrals to family physician, team physician, or other according to the needs of the injury.
- Communication of injury status with athletes, parents, coaches and athletic director.
- Effective administration of the athletic training facility, maintenance of inventory, and effective handling of insurance claims.
- Conduct impact testing and concussion return to play protocol.
- Order equipment, perform equipment safety and functionality checks.
- Educate the Athletic Director, Coaches and students on the most updated MIAA and NHFS policies and procedures
- Partner with school nurses to review and update policies/procedures based on the most updated medical guidance

DUTIES

Event Coverage: The Athletic Trainer shall provide coverage for all home-sporting events (off campus sporting events may be considered home). In the case of two home events scheduled for the same day and time, the Athletic Trainer will provide coverage for the activity which is deemed to have the highest possibility of injury. For example, if a tennis match and a lacrosse game were scheduled for the same afternoon, the Athletic Trainer would cover the lacrosse game since the probability of serious injury is much greater at a lacrosse game. **If it is determined by the Athletic Director and assigned Athletic Trainer that coverage at multiple locations is needed at the same time, the contractor will schedule an additional trainer(s) for the event(s). Please note, this happens often for both the Fall and Winter seasons.**

Daily/Practice Coverage: The Athletic Trainer must be available Monday through Friday starting at 1:30pm for the care of athletes prior to practice and the evaluation of injuries. The trainer will be on site until the start of the latest practice. Additional coverage at practices will be communicated by the Athletic Director based on the risk level of sports. Since the athletic schedules and lack of field/gym space precludes all athletes from practicing at the same location, the Athletic Trainer, the Athletic Director and the Coaches will determine one location at which Athletic Training Services will be performed. This location should be agreed upon at the beginning of each season. On Saturdays and Sundays the Athletic Trainer will only be responsible for event coverage and return to play appointments for student athletes. The trainer must be available Monday - Friday 9am - 3pm for the week prior to each season.

Tournaments/Competitions: With the exception of State Tournament Competitions, the Athletic Trainer will not be responsible for coverage of any non King Philip tournament, competitions, etc. using the High School facilities.

Medical Coverage: The Athletic Trainer will work closely with and under the supervision of a physician when caring for the injuries of the athletes. It is therefore crucial that the Athletic Trainer refer an injured athlete to the appropriate medical personnel.

Record Keeping: The Athletic Trainer shall maintain accurate accounting of all injuries. These accounts should be in the form of daily injury logs and school insurance forms. Examination by a physician, hospital or clinic mandates that a school insurance form be completed immediately. The Athletic Trainer will also maintain IMPACT Testing results to help with concussion management. The Athletic Trainer shall follow all State and Federal laws.

Education: The Athletic Trainer must provide education to coaches and athletes regarding proper flexibility, conditioning, nutrition and other factors which may contribute to the prevention or treatment of injuries. The contractor will provide functional movement screenings to all teams and students with an aligning fitness improvement plan or similar plan .

WORK WEEK

It is estimated the following services will be needed:

Fall –	400 Hours
Winter –	450 Hours
Spring –	350 Hours
Summer –	100 Hours

~1,300 Hours Total

Fall and Spring hours are estimated to be 1:30 PM – 7:00 PM, Winter hours are estimated to be 1:30 PM- 9:00 PM. Summer hours are TBD by the Athletic Director. Additional hours are needed for night/weekend activities.

SECTION II. SELECTION PROCEDURES

The District Director of Finance and Operations,, King Philip Regional High School Principal and Athletic Director will review all proposals to ensure they have met the minimum criteria and are responsive and responsible proposers. Proposers that meet the minimum criteria will then be ranked based on the evaluation criteria.

SECTION III. CONTRACT

TRANSFER

The successful vendor shall not assign, transfer or sublet this lease unless specific permission to do so is granted in writing by the King Philip Regional School District. Any such person or agency thus assuming the contract may be required by the District to execute an amendment to the contract assuming all obligations held by the contractor under the original agreement and shall comply with all provisions of the original agreement.

APPROPRIATION

All awards shall be subject to annual appropriation and funding and the King Philip Regional School District reserves the right to budget all available appropriations and funding in the best interest of the school district.

PAYMENTS

Payment shall be made monthly for services provided during the preceding month, provided bills containing detailed information are filed in the School Business Office. Any payment under this Agreement shall not constitute or be deemed a waiver, relinquishment, release or abandonment any claim which the Schools may have against the contractor for breach of the Agreement.

INSURANCE

During the term of this contract, the contractor shall have in full force and effect, at their own expense, the following insurance coverage: Certificates of such insurance shall be presented to the Director of Finance and Operations within seven (7) days of execution of this contract.

- A. General Liability including Professional Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Sexual Molestation and Physical Abuse Coverage, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. **The Schools should be named as an "Additional Insured"**.
- B. Professional liability Insurance (Errors & Omissions) for claims arising out of the performance of or failure to perform professional services as specified - \$1,000,000 each occurrence, \$3,000,000 annual aggregate.
- C. Automobile Liability (is applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. **The Schools and The King Philip Regional School District should be named as an "Additional Insured"**.
- D. Umbrella Liability of at least \$2,000,000/occurrence, \$2,000,000/aggregate. **The School should be named as an "Additional Insured"**.

Workman's Compensation benefits to its employees in the amount prescribed by M.G.L. Chapter 152 §25C.

EMPLOYEES

- A. The Contractor shall comply with all wage and hours of employment requirements of Federal and State Law.
- B. All employees of the Contractor shall be paid in accordance with the Fair Labor Standard Act, as amended, and any other applicable statutes.
- C. The Contractor shall comply with Title VI of the Civil Rights Act of 1964.
- D. The Contractor shall instruct its employees to abide by the policies, rules and regulations, with respect to use of the King Philip Regional Schools' premises as established by King Philip Schools from time to time and which are furnished in writing to the Contractor.
- E. The Contractor shall maintain its own personnel policies and fringe benefits for its employees.
- F. The Contractor shall provide the King Philip Regional Schools with a list of its personnel policies.
- G. The Contractor agrees that the Superintendent of Schools shall have the right to demand, at any time during this agreement, dismissal from the Contractor's employment any person, who in his/her opinion is not qualified or not suitable to perform athletic trainer services under this agreement.

- H. The Contractor shall allow the King Philip Regional School District to perform criminal record checks (CORI) and require fingerprinting checks of all Certified Athletic Trainers that work with the King Philip Regional School District. A copy of the criminal records checks shall be filed with the Superintendent of Schools.
- I. The King Philip Regional High School Athletic Director is the primary contact with the Contractor for personnel changes and/or issues related to the athletic program.

ACTIVITY CANCELLATIONS

- A. King Philip Regional High School shall notify the Contractor of any interruption in utilities, weather conditions or other conditions that require the cancellation of athletic events.

LICENSES, FEES, TAXES

- A. The Contractor shall be responsible for paying all applicable taxes and fees, including but not limited to State and local income taxes, payroll and withholding taxes and shall hold the King Philip Regional School District harmless for all claims arising under such taxes and fees.
- B. The Contractor shall obtain and post all applicable licenses.
- C. The Contractor shall comply with all health and safety regulations required by Federal, State or local law.
- D. The Contractor and the King Philip Regional School District shall comply with all building rules and regulations.
- E. The Contractor shall certify under penalty of perjury that it has complied with all laws of the Commonwealth relating to taxes pursuant to M.G.L. Chapter 62C, §49A.

PERFORMANCE

It is understood and agreed by the Contractor that a contract performance evaluation will be completed by the Athletic Director or his/her designee, who is supervising the contract, and such contract evaluation record must be submitted to the School Superintendent prior to release of final payment under the contract. If requested by the Contractor, a copy of the contract performance evaluation shall be furnished to the Contractor.

SECTION IV. SUBMISSION REQUIREMENTS

Interested firms must submit the following information based on the scope of work and selection criteria outlined in earlier sections.

Title: PROPOSAL - ATHLETIC TRAINER SERVICES

From: Name and Address of Contractor

**To: King Philip Regional School District
Larry Azer
18 King Street
Norfolk, MA 02056**

Each proposal must include the following sealed information:

King Philip Regional Schools reserves the right to reject any and all Proposals that do not meet the submission requirements, minimum and comparative criteria. Failure to submit documents requested may result in the determination that your bid is non-responsive.

Each proposal **must contain**, at a minimum, the following documents:

A. NARRATIVE

Please include a narrative discussing your qualifications that should be considered by the King Philip Regional Schools in reaching a decision. Please incorporate the following questions in your text:

General Company Information

1. When was your company founded and under what names has it operated?
2. Is this company a subsidiary of another company? If so, provide the name of the parent company.
3. What differentiates your organization from other companies?

B. REFERENCES

Provide a list of at least six (6) clients including a contact person and telephone number that will serve as appropriate references for your company's work. At least three (3) will be checked. Please include a list of clients **lost** during the last 18 months including a contact person and telephone number, if any.

C. WRITTEN GUARANTEE

The contractor shall submit a signed written statement guaranteeing:

1. The ability to commence providing services by **July 1, 2021**.
2. The ability to carry out the full volume of services specified in detail in this bid.

D. EXCEPTIONS

Please list any exceptions you have taken to this document citing your alternate proposal and its benefits to King Philip Regional Schools.

E. OTHER

1. Any other information that would help the King Philip Regional School District to evaluate the companies qualifications with regard to the selection criteria.
2. If services are needed over the 1,300 hour limit, what is the cost per hour?
3. Please describe the ability to cover a second or third athletic event should multiple events be concurrent? Can this be done in a short notice situation?
4. Non-Collusion, Tax Affidavit, Conflict of Interest, Certificate of Vote Forms (Attached)

SECTION V. - MINIMUM CRITERIA/PROPOSER QUALIFICATIONS

In order to provide verification of affirmative responses to items 1 and 2 under the Minimum Evaluation Criteria section of this bid, Proposers must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included. Responses should document:

1. Experience and Competency

- Proposer shall have proven experience in the type of work to be performed.
- Proposals will be considered only from responsible companies currently engaged in providing training and rehabilitation services.
- Each proposer shall submit with his/her KPRSD bid a listing of recent work performed within the state of Massachusetts of the size equal to or greater than the work being bid.

2. Similar Work Projects

- Proposer has successful similar experience in at least one school system within the last three years. Successful means documented results and positive outcomes based on services performed.

3. References (Provide at least 6)

- The name, address and telephone number of each client listed above.
- A description of the work performed under each contract.
- The name and telephone number of the person the School Department may contact as a reference.
- The amount of the contract.
- The volume of the work performed.
- The dates of performance.

4. Project Staffing

- A list of the staff working under this proposal must be submitted with a list of qualifications of each staff member. The Athletic Trainer(s) provided under this contract must be licensed by the Commonwealth of Massachusetts and certified by the National Athletic Trainers Association.

SECTION VI. EVALUATION CRITERIA:

Proposals will be evaluated and the contract awarded in compliance with applicable statutes of the Commonwealth of Massachusetts. The King Philip Regional School District, acting through its Superintendent of Schools, reserves the right to accept or reject any or all proposals, to waive any immaterial informality therein, and to advertise for new proposals where the acceptance, waiver, or re-advertisement would be in the best interest of the Schools.

The King Philip Regional School District will select the responsive and responsible proposer submitting the most advantageous proposal at the lowest cost. The KPRSD will evaluate all proposals for conformity to the requirements and to the degree for which they satisfy the minimum criteria and objectives as defined in this Request for Proposal. It is expected the King Philip Regional School District shall award the contract within 30 days of receipt of proposals.

Proposals will be rated as follows:

- Highly Advantageous
- Advantageous
- Not advantageous
- Unacceptable

The proposal must conform to all requirements of the Request for Proposal.

1. Relevant experience of contractor.

Highly Advantageous	Contractor has been established for eight or more years.
Advantageous	Contractor has been established for three to seven years.
Not Advantageous	Contractor is a relatively new company, in existence less than three years.
Unacceptable	Contractor has less than 2 year of experience

2. Similar school systems.

Highly Advantageous	Provides similar services in four or more school districts.
Advantageous	Provides similar services in one to three school districts.
Not Advantageous	New service; contractor currently does not provide similar service to another school district.
Unacceptable	The contractor has never provided similar service to another school district

3. Exceptions.

Highly Advantageous	Contractor has taken no exceptions to the RFP.
Advantageous	Contractor has taken a limited number of exceptions to the RFP.
Not Advantageous	Contractor has taken numerous exceptions to the RFP.
Unacceptable	Contractor can not meet RFP expectations.

4. Quality of references from prior clients

Highly Advantageous	Exemplary references concerning quality and timeliness of work.
Advantageous	Positive references concerning quality and timeliness of work.
Not Advantageous	Satisfactory references concerning quality and timeliness of work.
Unacceptable	Receiving a non satisfactory reference.

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Larry Azer
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Norfolk, MA 02056**

**REQUEST FOR PROPOSAL
ATHLETIC TRAINER AND WELLNESS SERVICES**

NON-COLLUSION/FRAUD STATEMENT

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "Person" shall mean any Natural Person, Business, Partnership, Corporation, Union, Committee, Club or Other Organization, Entity or Group of Individuals.

(Signed)

(Name of person signing bid or proposal)

(Name of business)

(Date)

**KING PHILIP REGIONAL SCHOOL DISTRICT
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ATHLETIC TRAINER AND WELLNESS SERVICES**

TAX AFFIDAVIT

The Awarding Authority requires that any Bidder must, as part of his/her bid, submit an affidavit that as of the date of this bid, the Bidder has paid all state and local taxes that are due. Failure to file such an affidavit shall disqualify any such Bidder.

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that I have filed all state tax returns and paid all state and local taxes required under law.

SIGNED: _____

PRINTED NAME _____

TITLE: _____

COMPANY: _____

FEDERAL I.D. #/SOCIAL SECURITY#: _____

ADDRESS: _____

CITY OR TOWN: _____

ZIP CODE: _____

TELEPHONE: _____ **DATE:** _____

**KING PHILIP REGIONAL SCHOOL DISTRICT
Larry Azer
18 King Street
Norfolk, MA 02056**

**REQUEST FOR PROPOSAL
ATHLETIC TRAINER AND WELLNESS SERVICES**

CONFLICT OF INTEREST STATEMENT

I certify that I have no conflicting financial interests in the performance of the services to be provided under this bid document and am otherwise qualified to perform the duties required in accordance with all applicable standards and criteria established by state and/or federal statutes.

SIGNED: _____

PRINTED NAME _____

DATE: _____

KING PHILIP REGIONAL SCHOOL DISTRICT

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Norfolk, MA 02056**

REQUEST FOR PROPOSAL
ATHLETIC TRAINER AND WELLNESS SERVICES

CERTIFICATE OF VOTE

I, _____, Clerk of _____,
hereby certify that at a meeting of the Board of Directors of said Corporation duly held
on _____, 20____, at which a quorum was present and voting throughout,
the _____

(Date must be earlier than contract)

following vote was duly passed and is now in full force and effect:

“VOTED: That _____
(Name of Officer authorized to sign for Corporation)

hereby is authorized, directed and empowered for, in the name and on behalf of this
Corporation to sign seal with the corporate seal, execute, acknowledge and deliver all
contracts, bonds, and other obligations of this Corporation: the execution of any such
contract, bond or obligation by such _____ to be valid and binding

(Name of Officer)

upon this Corporation for all purposes, and that a certificate of the Clerk of this
Corporation setting forth this vote shall be delivered to the KPRSD; and that this vote
shall remain in full force and effect unless and until the same has been altered, amended
or revoked by a subsequent vote of such directors and a certificate of such later vote
attested by the Clerk of this Corporation is delivered to the KPRSD.”

I further certify that _____ is the duly elected _____
(Name of Officer) (Title)

of said Corporation.

Signed: _____
(Clerk/Secretary)

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL

COUNTERSIGNATURE: _____
(Name and Title of Officer)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this certificate must be countersigned by another Officer of the Corporation.

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REFERENCES – AT LEAST 3 WILL BE CHECKED

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

KING PHILIP REGIONAL SCHOOL DISTRICT
Larry Azer
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Norfolk, MA 02056

PRICE-PROPOSAL FORM – ATHLETIC TRAINER SERVICES

CONTRACT PRICE

Year One

July 1, 2021 to June 30, 2022

\$

Hourly Rate over 1,200 hours _____

Year Two

July 1, 2022 to June 30, 2023

\$

Hourly Rate over 1,200 hours _____

Year Three

July 1, 2023 - June 30, 2024

\$

Hourly Rate over 1,200 hours _____

TOTAL CONTRACT PRICE

\$

(Year One plus Year Two plus Year Three)

KING PHILIP REGIONAL SCHOOL DISTRICT

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Norfolk, MA 02056**

REQUEST FOR PROPOSAL
ATHLETIC TRAINER AND WELLNESS SERVICES

PROPOSER INFORMATION

Company Name: _____

Address: _____

Telephone: _____

E-Mail _____

Date: _____