

Mail Bids to: Windsor Locks Public Schools
58 South Elm Street
Windsor Locks, CT 06096
Attention: Paula Wetzel

Title of RFP: ATHLETIC TRAINING SERVICES
RFP 2015-05-21

Proposal Due Date: May 21, 2015

Time: 2:30PM
No bids accepted after this time.

Bid Opening Location: Windsor Locks BOE Office
58 South Elm Street
Windsor Locks, CT 06096
(BOE offices are located at the back of Windsor Locks High School)

Required # of copies: (3) three

Questions and Clarifications Directed via fax or email to Jim O'Brien.
Fax # 860-292-5003
E-mail: jmobrien@wlps.org.
No phones calls accepted. Responses to questions submitted will be provided to all known respondents to this request for proposal.
No questions accepted after May 8, 2015.

WINDSOR LOCKS PUBLIC SCHOOLS is seeking proposals for the provision of athletic training services.

This document and any addenda will be available at

CT DAS contracting Portal www.biznet.ct.gov
WLPS website www.wpls.org (Business-RFPS)

Each submission shall contain (3) three copies and shall be in a sealed envelope or package clearly identified as "Athletic Training Services RFP 2015-06-01" delivered to the address noted above.

Enclosed are our requirements and specifications.

At the time designated by Windsor Locks Public Schools, all proposals will be opened in the Board of Education offices located at Windsor Locks, CT. The Windsor Locks Public School District reserves the right to reject any and/or all proposals received 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 District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the district be responsible for the cost of preparing any bid or proposal. Windsor Locks Public Schools reserves the right to waive any and all guidelines herein and to reject any and all proposals if considered to be in the best interests of the School District.

Thank you for your interest in the Windsor Locks Public Schools.

Sincerely,
Les Koziara
Business Manager
Windsor Locks Public Schools

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Windsor Locks Public Schools

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

Windsor Locks Public Schools is seeking proposals for the provision of Athletic Training Services at Windsor Locks High School; for a one year contract, with an option for renewal each of 3 successive years.

2. SCOPE OF SERVICES

A NATA Certified Athletic Trainer shall be available to provide Athletic Training services at the specified locations of the School on a regularly scheduled basis.

The Services required are defined as follows:

- (i) the evaluation and treatment of injuries;
- (ii) the application of first aid and other medical assistance as is reasonable and possible under the circumstances pending the arrival of ambulance services in the case of major injuries;
- (iii) preventative taping and strapping of athletes, as needed;
- (iv) providing nutritional information to student athletes;
- (v) assisting the Athletic Director with concussion management education and return to play protocols
- (vi) providing recommendations for exercise or other physical measures for minor injuries under the directions, supervision and review of a physician, and
- (vii) assisting the coaching staff with fitness and conditioning.

All services will be provided at the specified locations of the School, with the exception of those requiring equipment or therapeutic modalities unavailable at the School. The Athletic Trainer will be available for up to twenty-five (25) hours per week for the school year, at the discretion of the Athletic Director, up to six (6) days per week. During this time, practice and event coverage will be provided. If two (2) or more games are being played simultaneously, the Athletic Trainer will be located at the event with the higher potential incidence of injury ,or at a location determined in conjunction with the Athletic Director. All coverage will include the season's respective tournaments.

Services shall include evaluation and treatment of athletic injuries, application of first aid and recommendation for exercise or physical measures for minor injuries under the direction, supervision, and review of the physicians to be determined in conjunction with the Windsor Locks Board of Education.

The Athletic Trainer will be responsible for the Athletic Training room while in attendance there, including opening and closing. The Athletic Trainer will also advise the School on inventory status, requisitioning of supplies, and/or facility management.

The Athletic Trainer will keep accurate records of all athletic injuries that are reported and all rehabilitation procedures. The Athletic Trainer will also prepare reports on all athletic injuries and rehabilitation procedures provided by the Athletic Trainer for the nursing and athletic offices.

In cooperation with the Athletic Director and staff, the Athletic Trainer will develop and distribute emergency procedures and emergency phone numbers.

The Athletic Trainer will inspect and take an inventory of all team medical kits prior to the beginning of each season.

The Athletic Trainer will provide for coordination of communication between injured athletes, coaching staff, team or family physicians and the parent(s)/guardian(s).

The Athletic Trainer will serve as a speaker for educational programs in the School.

In the event that the Contractor must substitute an equally qualified Certified Athletic Trainer, the Contractor shall provide a suitable replacement for that coverage time and the Athletic Director will be notified prior to any substitution. If a new Certified Athletic Trainer is hired by the Contractor to provide services at Windsor Locks High School, the Athletic Director will be part of the interview and selection process of the candidate(s) and has the right to approve or deny said candidates. All new hires will have a one year probationary period.

The Athletic Trainer shall be familiar with concussion management techniques and concussion/impact testing requirements, and shall perform testing for baseline data.

3. ATTENDANCE SCHEDULE

I. ATHLETIC TRAINING ROOM COVERAGE

A. Coverage Requirements

1. Contractor's employee shall provide coverage for the Athletic Training room at a maximum of six (6) days/week during the schools athletic season; starting the first day of football conditioning through the last day of spring tournaments.
2. Contractor shall not be required to provide Athletic Training room coverage when Contractor is required to attend an event outlined below.
3. Sport coverage will be prioritized each season based on risk & hours available, to be determined by the Athletic Director and the Athletic Trainer.

II. EVENT COVERAGE

A. Sports Coverage

1. Approximate Dates: August 13th through June 15th and for each year the Agreement remains in effect.

B. Fall Sports Home Coverage

1. Football - (Home & Away Varsity Football Games), JV Football, Soccer, Cross Country, Cheerleading and/or any other sports played during this season.

C. Winter Sports Home Coverage

1. Basketball, Cheerleading, Swimming, Indoor Track and/or any other sports played during this season.

D. Spring Sports Home Coverage

1. Baseball, Softball, Track and Field, Golf, Tennis and/or any other sports played during this season the ATC will be on call.
2. Spring football coverage will be provided. Schedules should be shared by mid May to insure coverage.

E. Tournament Coverage

1. Provide coverage for all home tournaments.
2. Coverage for teams other than Windsor Locks schools is considered above and beyond and will be billed if coverage is requested.

II. SUBMISSION REQUIREMENTS

1. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the District.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).

B. Client Base

Provide specific reference information for three school districts you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the work represents a project of similar scope.

2. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.biznet.ct.gov>
www.wlps.org

Questions regarding this document should be faxed to Jim O'Brien, Athletic Director, WLPS, 860-292-5003. A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

III. CONTRACT CONSIDERATIONS

1. 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.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the Town of Windsor Locks and Windsor Locks Public Schools, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the Town of Windsor Locks or its officers, agents or employees.

The Town of Windsor Locks and Windsor Locks Public Schools as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, Windsor Locks Public Schools requires that any awarded contractor providing materials, equipment or services to the District, must provide a certificate of insurance naming Windsor Locks Public Schools and Its Board of Education as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Worker's Compensation as defined in the Connecticut General Statutes.
- Automobile Liability in the amount of \$ 1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional liability in an amount not less than \$500,000 per claim and \$1,000,000.00 aggregate.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the District unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s).

5. TERMINATION PROVISIONS

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the District until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) Days' advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the District for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

6. AWARD CONSIDERATIONS

The District may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the District will be guided by consideration of the interests of the District. The District also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the District.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Windsor Locks Public Schools is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of Windsor Locks Public Schools.

Unless otherwise noted within a proposal, proposals received in response to this document are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of Windsor Locks Public Schools and the firm submitting the proposal.

Athletic Training Services

BID FORM

Due Date: **May 21, 2015 at 2:30 PM**

Windsor Locks Public Schools
Attn; Paula Wetzel, Business Manager's Admin. Asst.
58 South Elm Street
Windsor Locks, CT 06096

In accordance with Windsor Locks Public Schools requirements, the undersigned agrees to provide services as defined herein.

Athletic Training Services for School Year 2015-2016 \$_____

WINDSOR LOCKS PUBLIC SCHOOLS
NON-COLLUSION STATEMENT

The undersigned certifies this Request for Bid/Proposal is being submitted without collusion. If awarded, this bid forms a contractual obligation with the Windsor Locks Public Schools.

Signature of Authorized Representative

Date

(Printed Name)

Name of Company

Company Address

City, State, Zip Code

Telephone Number