

# **REQUEST FOR PROPOSALS**

**For**

**Athletic Trainers**



**Norristown Area School District**

**May 2021**

**NORRISTOWN AREA SCHOOL DISTRICT  
INVITATION TO SUBMIT PROPOSALS**

**TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
Introduction and Overview	2
Scope of Work	2
Term of Agreement	5
Selection Process	6
Pricing	6
Proposal Submission Procedures	6

Norristown Area School District is seeking Proposals for:

**ATHLETIC TRAINER SERVICES  
for Norristown Area High Schools,**

**and Eisenhower, Stewart,, and East Norriton Middle Schools**

Beginning with the 2021-22 school year, for a one (1) year term, with an automatic two (2) year renewal option, to be exercised at Norristown Area School District's discretion.

**Submission Deadline**

The Proposals (original and two copies) will be received no later than **2:00 p.m. on May 19, 2021** at the location listed below:

Norristown Area School District  
Business Office  
401 N. Whitehall Rd  
Norristown PA 19403  
Attn: Anne Rohricht

Proposals must be mailed or delivered to the Business Office, Norristown Area School District, in an envelope clearly marked "**Proposal - Athletic Trainer Services**".

**Questions**

Any questions or requests for further information must be submitted **in writing via email** to [apalladino@nasd.k12.pa.us](mailto:apalladino@nasd.k12.pa.us) no later than **2:00 PM, May 14, 2021**. All vendor questions submitted that garner new pertinent information will be sent to all recipients of this RFP unless they have declined to submit a proposal.

## **I. INTRODUCTION AND OVERVIEW**

The selected provider will work with the District Athletic Coordinator in further developing and maintaining an athletic training program to four schools ( Norristown Area High School and Eisenhower, Stewart, and East Norriton Middle) that complements current interscholastic athletic events and programs. Our high school program consists of more than 525 male and female athletes in approximately 50 sports among varsity, junior varsity and freshman levels. Our middle school programs consist of more than 550 male and female athletes in approximately 36 sports among seventh and eighth grade levels.

## **II. SCOPE OF WORK**

The services to be provided are as follows:

- (a) Render first aid treatment of injuries to athletes of the District that occur during **Covered Practices/Events** (see Section k, below) for those injuries which are appropriately so treated by a qualified and certified athletic trainer including, but not limited to the evaluation and treatment of minor injuries; preventative taping and strapping of athletes; providing nutritional information to student athletes; providing information regarding the prevention of MRSA and other potentially communicable illnesses and conditions; and providing recommendations for exercise or other physical measures for minor injuries under the direction, supervision, and review of physician. Render emergency aid to athletes for health conditions which are appropriately treated by a qualified and certified athletic trainer including but not limited to life threatening allergic reactions, diabetic emergencies and seizures.
- (b) For injuries or health emergencies that require the services of a physician, render first aid treatment of an interim nature pending the arrival of an ambulance and/or physician and/or the transportation by the District or others of the injured athlete to a physician or hospital.
- (c) Complete and submit appropriate District reporting forms for any injury requiring the services of a physician or 911 transport to hospital within a twenty-four (24) hour period.
- (d) Maintain current medical records system for tracking athletic injuries at each school site. All medical record data is the property of the District and will be left on site at each school at the end of the contract period.

- (e) Recommend a specific rehabilitation program for the injured athlete where such program is appropriate for the treatment of the injury involved and the injured athlete is not otherwise under the care of a physician for the injury.
- (f) Perform follow-up evaluations of the remediation of the injury and consultation with athletic coaches and the injured athlete with respect to re-entry in athletic activity.
- (g) Implement established District MRSA (methicillin resistant staph aureus) procedures.
- (h) Implement established District concussion procedures.
- (i) Communicate with the District coaches, athletic directors, physicians, school nurses, school principals, EMS personnel, and such persons as needed for them to provide consultation, treatment, and related services to the student-athletes (including establishing a plan of care for the individual in their capacity as both a student and an athlete).
- (j) A physician is to be provided at high school home football games.
- (k) Covered Practices/Events:
  - I. District sports to which this Agreement applies are all school sports (boys and girls) that are played on an inter-scholastic basis (herein referred to as the "Covered Sports") subject to the limitations and conditions set forth below. The aggregate number of hours per academic year shall not exceed 1,800 per full time trainer at the high school level and 680 hours per part-time trainer at the middle school level. The Athletic Director may reassign the high school trainer to cover a middle school event, and vice versa, at his sole discretion to meet the needs of the District. Any hours in excess of the foregoing may be requested by the school's Athletic Director.
  - II. All practices and/or events being covered by the trainer must be coordinated with the school's Athletic Director. In general, Practice and/or Events of the Covered Sports are:
  - III. At the high school level:
    - Practices and home games for each of the Covered Sports on a six (6) days per week basis. The services of one

(1) full-time certified trainer is required to circulate, as determined by the District, among the practices and/or home games scheduled.

- Away games for high school football only.
- All playoff games, whether home or away, for Covered Sports.
- Any other practices and/or games requested by Athletic Director with reasonable notice.
- A schedule for the athletic trainers will be created by the Athletic Director based on each building's needs. It is anticipated that the trainer providing the services will arrive:
  - one (1) hour prior, in the case of scheduled practice,
  - one ( ) to two (2) hours prior to the start of scheduled home games, dependent on the needs of the event or sport scheduled to play
  - and, in the case of away games, one (1) hour before the scheduled departure time for the team transportation to the game.
- In general, the services to be provided will be rendered at high school facility or designated off-site practice or game location as determined by the District.

IV. At the middle school level:

- Practices and home games for each of the Covered Sports. The services of two (2) part-time certified athletic trainers are to be available for a maximum of 20 hours per week, per trainer from approximately September 11 through May 31 each year, at the discretion of the athletic director, up to six days a week.
- A schedule for the athletic trainer will be created by the Athletic Director based on each building's needs. It is anticipated that the trainer providing the services will arrive one (1) hour prior, in the case of scheduled practice, and one (1) hour prior to the start of scheduled home games, and, in the case of away games, one (1) hour before the scheduled departure time for the team transportation to the game.
- Trainers are required to circulate, as determined by the District, among the practices and/or home games scheduled.

General Requirements:

- (a) Any and all athletic trainers assigned to the District, shall be required to provide current federal and state criminal background check reports as well as a current Act 151 child abuse report and will provide such reports to the District to

the extent additional background check reports are required by law and/or District policy

(b) Contractor, at its expense, shall maintain a policy or policies of professional liability and general liability insurance, providing coverage in the amounts of at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate per year, which insures the vendor and each employee thereof against any act, error or omission of vendor and vendor's employees. Vendor shall include the District and the School as named insureds on this policy or policies. All insurance policies shall be maintained with the companies authorized to do business in the Commonwealth of Pennsylvania and certificates of coverage shall be furnished to the District upon request.

(c) Any and all athletic trainers assigned to the District, shall be required to meet license and certification requirements in accordance with Pennsylvania state law, including but not limited to State Board of Medicine licensure, Board of Certification credentialing, CPR/AED/First Aid certifications and be trained in weight assessment.

(d) Due to scheduling restrictions, provider will coordinate with Athletic Director during the duration of the contract to accommodate District observance of holidays and other unforeseen scheduling changes.

### **III. TERM OF AGREEMENT**

(a) The agreement for athletic services shall run from approximately August 1, 2021 to June 15, 2022 for the high school; and from approximately September 11, 2021 through May 31, 2021 for all three middle schools.

(b) At the option of NASD, at the end of the first year of the contract term, the contract may be automatically renewed for a second and third year. In the event that NASD chooses not to renew the contract, it will notify the contractor in writing of its intention not to renew by May 1, 2022.

#### **IV. SELECTION PROCESS**

All proposals received by the deadline in proper format will be evaluated according to criteria stated above. NASD will review the proposals and may request additional information from contractor(s).

NASD reserves the right to conduct reference checks for any or all contractor(s). In conducting reference checks, NASD may include itself as a reference if the contractor has performed work for NASD, even if the proposer did not identify NASD as a reference.

NASD reserves the right to select the vendor they feel best meets the school district's needs.

#### **V. PRICING**

Pricing must include the following:

- (a) Annual cost for one(1) full-time certified athletic trainer to circulate as needed among practices and/or games scheduled per the criteria described in Section II. The aggregate number of hours per academic year shall not exceed 1,800.
- (b) Annual cost for two (2) part-time certified athletic trainers to circulate as needed among practices and/or games scheduled per the criteria described in Section II. The aggregate number of hours per academic year shall not exceed 680 for each part-time trainer
- (c) Hourly rate for any hours in excess of the foregoing.
- (d) Concussion program and management services for each high school and middle school

#### **VI. PROPOSAL SUBMISSION PROCEDURES**

To facilitate evaluation, proposals should be organized and include the information listed below. By submitting this RFP, the contractor acknowledges and guarantees all information enclosed is true, accurate and correct. **Failure to provide the information requested may result in rejection of proposal.** Proposals must include the following information:

- (a) Proposals (three paper copies), must be received at the address indicated on page 1, no later than **2:00 PM, May 19, 2021**. Faxed or e-mailed submittals will not be accepted. The deadline is firm as to place, date,

and time.

- (b) Proposal must include five references, three of which must be from Pennsylvania school districts.
- (c) All proposals shall be clearly marked by NASD's representative or designee when delivered to avoid any confusion about recording arrival dates and times. All proposals received will become the property of the Norristown Area School District and will not be returned to the vendor.
- (d) Description of contractor's capability to meet required services and event coverage stated above.
- (e) Pricing on the attached Pricing Sheet to this RFP.

In the event there are changes or clarifications to this RFP, an addendum will be emailed to each recipient of this RFP, unless they have declined to submit a proposal.

NASD reserves the right to waive as informality, any irregularities in submittals and/or to reject any or all proposals. NASD will not disclose the status of proposals until NASD has approved the award of a contract for services.

Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be mailed to all persons that have requested these Instructions to Proposers and provided its name and mailing address. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendums.



The undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Athletic Trainer Services, hereby proposes and agrees to fully perform the Athletic Trainer Services within the time stated and in compliance with the Proposal documents and Contract for Athletic Trainer Services, in accordance with the attached Pricing Sheet.

Signed: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Name

By: \_\_\_\_\_

Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

Norristown Area School District  
Proposal for Athletic Trainer Services  
Pricing Sheet

Norristown Area School District

Name of Proposer: \_\_\_\_\_

**Athletic Trainer Pricing**

**Contract Years:**

	initial Year	Possible Renewals	
	2021-22	2022-23	2023-24
Cost of one full-time trainer (NTE 1800 hours)			
Cost of two part-time trainers (NTE 680 hours each)			
High school concussion program and management:			
Middle school concussion program and management:			
<b>TOTAL:</b>	-	-	-
Rate for hours in excess of above hours:			

The undersigned is submitting this Proposal without collusion with any other person, individual, or corporation and understands that the Norristown Area School District reserves the right to reject any and all proposals.

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date