

**TOWN OF PORTLAND, CT – BOARD OF EDUCATION
INVITATION TO SUBMIT
REQUEST FOR PROPOSALS – #2022-2
ATHLETIC TRAINING SERVICES
LEGAL NOTICE**

The Town of Portland-Board of Education is accepting requests for proposals for **ATHLETIC TRAINING SERVICES, #2022-2**, until 11:00 A.M. EST on September 14, 2021 to be received by the Finance Dept. located in Room 204, Portland Town Hall, 33 East Main Street/P.O. Box 71, Portland, Connecticut 06480.

The Town of Portland is seeking services of a qualified physical therapy company/sole proprietor to perform athletic training services for the District.

The specifications for the Request for Proposals are available for pick up at the Finance Dept. Office, Room 204, Portland Town Hall, 33 East Main Street, Portland Connecticut 06480 during normal business hours, or may be requested by email addressed to trobinson@portlandct.org.

Any submittals received after the time and date set forth above shall be rejected. All submittals should be clearly marked - **#2022-2 Athletic Training Services**.

Submittals will be opened at the Town of Portland's convenience on or after the Request for Proposals due date. Note that all information submitted in response to the Request for Proposals is subject to the Freedom of Information Act.

The right is reserved by the Town of Portland-Board of Education to reject any or all submittals, to waive any informalities or defects in submittals, to obtain such supplemental information as may be necessary to review submittals and to accept the Request for Proposals that, in the judgment of the Town of Portland will be in the Town's best interests.

Town of Portland, CT – Board of Education
Submitted By: Tom Robinson, Director of Finance
Dated: August 31, 2021

The Town of Portland is an Equal Opportunity Provider and Employer.

**TOWN OF PORTLAND, CT – BOARD OF EDUCATION
REQUEST FOR PROPOSALS
#2022-2
ATHLETIC TRAINING SERVICES**

SPECIFICATIONS

1. **EXPECTED DURATION OF CONTRACT SERVICES**

Any contract resulting from this RFP is expected to terminate three (3) years from the effective date. Extension of contract for the second and third year will be contingent on quality of service in the first year and budgetary availability of funds. The Portland Board of Education reserves the right to extend the contract after the initial three year period in one year increments under the same terms and conditions, if mutually agreed.

The contract for services requested in this RFP will be awarded for three school years:

Year 1: September 20, 2021 to June 30, 2022

Year 2: July 1, 2022 to June 30, 2023

Year 3: July 1, 2023 to June 30, 2024

Payments will be made under the contract in three equal amounts in September, December, and April, except in Year 1 for the September installment. The September installment payment will be on a pro rata basis.

2. **PROPOSAL PREPARATION COSTS**

Proposers must bear all costs associated with their Proposals including preparation, copying, postage, and delivery costs. The Portland Board of Education will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

3. **CANCELLATION OF SOLICITATION**

The Portland Board of Education retains the right to cancel this solicitation at any time prior to the execution and approval of a Contract. If this solicitation is canceled, all Proposals received in response to this RFP will be rejected. All proposal preparation costs remain the responsibility of the Proposer.

4. **RETURN OF PROPOSALS**

The Portland Board of Education shall be under no obligation to return any proposal or materials submitted by Proposer in response to this RFP.

5. TERMINATION

The Portland Board of Education may terminate the services of the Proposer after sixty (60) days written notice if the Portland Board of Education, in its sole discretion, feels that the Proposer has failed to satisfactorily meet the terms under the Contract.

PROPOSAL SCOPE

The purpose of this Proposal is to seek services of a qualified physical therapy company/sole proprietor to perform the athletic training services at Portland High School.

A. ON-SITE COVERAGE

On-Site athletic coverage of practices and competitions to prevent and minimize injury will be provided. In some cases a home game will be played off-site due to lack of facilities at Portland High School. These games will need coverage as a home game, even though it is being played at a location other than Portland High School. Arrangements will be worked through with the Athletic Director.

Home contest coverage of female and male varsity, junior varsity, and freshman events will be provided. Late night and weekend coverage is determined on an as needed basis and by risk of injury for each sport based on the number of available hours as defined by contract agreement.

CIAC and/or tournament(s) coverage as needed, to be determined by the Athletic Director in advance.

B. PROFESSIONAL DEVELOPMENT AND TRAINING

Work with the Athletic Director to deliver training for coaches, student athletes and parents as needed on relevant topics. Attendance at meetings with coaches, student athletes, and parents of student athletes as scheduled by the Athletic Director may be required on an occasional basis.

Annually, trainers will review and update the Emergency Action Plan developed by the Athletic Director.

C. PERSONNEL REQUIREMENTS

One (1) trainer will be assigned to this account for coverage and the expectation is that the same individual will serve our athletic program throughout the year. Athletic training coverage needed is at a maximum of twenty-five (25) hours per week for the fall, winter and spring seasons to minimize and treat injuries. When trainers are not actively involved with a sporting event, they are to be available to work with student-athletes during their off seasons to set up strengthening and conditioning programs.

Any additional hours need to be approved by the Athletic Director in advance.

Weekend coverage will be decided by mutual agreement of the Athletic Director and the trainers.

D. TRAINER QUALIFICATIONS

All trainers are to have current NATA certifications. Trainers should also be certified in CPR, first aid and in the use of AED (Automated External Defibrillators).

E. CONCUSSION TESTING

All trainers are to have a working knowledge of and can administer the ImPACT Concussion Management System. Benchmark testing is to be performed on all athletes prior to the first practice of each sport. Written reporting on concussions tracking will be documented using the RIO system. Injuries will also be documented and reported on the RIO system.

Trainers will also provide other written or online reporting as required by the Athletic Director and as required by any changes in reporting requirement issued by the State of Connecticut or the CIAC.

F. DAILY ROUTINES AND RESPONSIBILITIES

Monitor athletic injuries and development of injury prevention training.

Provide conditioning and flexibility training suggestions to the school coaching staff.

Assist the athletic coaching staff in the design and implementation of a student-athletic training program.

Daily pre-practice taping and preparation as well as appropriate injury assessment, treatment, and record keeping, including completion of all required injury reports and insurance claim forms.

Review of medical records and discussion with coaches and parents regarding health and safety concerns related to student athletes as permitted by law.

G. FACILITIES EXPECTATIONS

Operation of a designated training room facility where injury assessment, monitoring, treatment, and prevention will take place.

Assist in the needs assessment of equipment and supplies to aid in the ordering process.

Assembly, dispersion, and collection of team first aid kits and appropriate athletic training supplies to in-season coaches.

The Athletic Trainer(s) need to arrive at the school by 2:00 p.m. or earlier as needed by the Athletic Director.

Athletic trainer will attend the games and weekday practices of the school teams as determined by the Athletic Director.

The Proposer shall, as part of the pre-employment screening, complete drug and alcohol testing and background check of each and every prospective employee with no expense to the Portland Board of Education or the Town of Portland.

EVALUATION OF PROPOSALS AND CONTRACT AWARD

The following criteria will be used, without limitation, in determining the successful Proposer.

1. The Proposer's technical understanding of the services to be provided, its purpose and scope as evidenced by the quality of the Proposal submitted.
2. The background and experience of the Proposer in providing similar services elsewhere, including the level of experience in working with schools and/or establishments of similar size, and a quality of services performed.
3. Commitment to the Portland Board of Education's timetable for the services to be rendered.
4. Location of the Proposer's service office(s).
5. The Proposer's responsiveness and compliance with the RFP requirements and conditions.

6. A review of references from other similar clients as provided in the Proposal submitted.
7. Cost of Proposal.

Proposals in response to this RFP will be reviewed against the criteria listed above and an award of contract shall be made in accordance with standard purchasing procedures.

MISCELLANEOUS REQUIREMENTS

INSURANCE REQUIREMENTS

The selected Proposer shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions or renewals thereof. Each insurance certificate shall contain a thirty (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration. The Town of Portland and the Portland Board of Education will be named as additional insureds.

- a. Workers' Compensation Insurance
- b. Employer's Liability Insurance
- c. Liability Insurance - at least \$1 million dollars (\$1,000,000), per occurrence and \$3 million dollars (\$3,000,000) in the aggregate, with the town and school named as an additional insureds.

Cancellation of insurance or other termination of insurance policies required without immediate replacement thereof may be considered a default in the terms and conditions of any such agreement. The Proposer agrees that such default may be cured by procurement of insurance by the Portland Board of Education on behalf of Proposer, at the Proposer's expense, at the Portland Board of Education's option.

REFERENCES

A minimum of three references from customers of similar size and/or scope is preferred. The references should include names and phone numbers of references that may be contacted.

PRICING

Pricing to be provided for each year of the contract.

SUBMISSION PROCEDURE

Respondents must deliver, by mail or in person, five (5) copies and one (1) digital copy of the completed proposal to the Office of the Director of Finance, Room 204, Portland Town Hall, P.O. Box 71, 33 East Main Street, Portland, CT 06480 no later than 11:00AM EST on Tuesday September 14, 2021. All sealed envelope or boxed submittals should be clearly marked: #2022-2 Athletic Training Services. Faxes and late arrivals will not be accepted. The submittals will be opened at the Town of Portland's convenience on or after the Request for Proposal due date. Any material submitted shall become the property of the Town of Portland and is available for review under the Freedom of Information Act.

Questions should be directed by September 7, 2021 to:

Stephanie Fragola
Business Manager
Portland Board of Education
Town of Portland
P.O. Box 71
33 East Main Street
Portland, CT 06480
860-342-6794
Email: sfragola@portlandct.us
ATTN: **#2022-2 Athletic Training Services**