

**North Penn School District
Request for Proposal
High School/Middle School Athletic Trainer Services
August 2018 thru June 2021**

The North Penn School District is requesting proposals for Athletic Trainer Services to be provided at the North Penn High School, Pennbrook Middle School, Penndale Middle School, and Pennfield Middle School for a period of three (3) years. Proposals will be due back to the NPSD on **Tuesday, April 3, 2018, at 2:00 p.m.** and should be addressed to the North Penn School District, Educational Services Center, ATTN: Carol Pitts, Assistant Director of Business Administration, 401 E Hancock Street, Lansdale, PA 19446.

A fixed annual rate is requested for all of the services detailed in this request for proposal. The vendor shall also supply an hourly rate for any additional services that are provided above this annual cost. Any additional hours must be approved in advance by the North Penn School District Athletic Director for services at the North Penn High School and by the Middle School Athletic Director for services at the middle schools.

Services to be provided:

1. Athletic Trainer Services

a. Students

i. Training Room- the North Penn School District will provide a dedicate area located at each school for the Athletic Trainer(s) to perform their services. The duties shall include but not be limited to the following activities:

1. Provide routine preventative taping and strapping of athletes as required.
2. Provide assistance and information to athletes on exercises, nutrition and other information to prevent possible injuries.

ii. Athletic Field

1. Evaluation and treatment of minor injuries.
2. Provide first aid and medical assistance as necessary for more serious injuries, including assistance to responding medical personnel.
3. Onsite attendance at athletic events and practices, providing coverage to multiple events ongoing simultaneously.

iii. Sports Medicine

1. Provide accurate treatment records.
2. Provide the coaches and other athletic personnel with any medical information pertinent to the well being of the student athlete.

iv. Workshops Trainings

1. As required, provide education workshops to the students, coaches, and staff of the school district to promote healthy lifestyles, prevent injuries, and related topics.

b. District

i. Records

1. Provide the high school athletic and middle school directors, coaches and administration any injury information necessary or requested which does not violate any Federal or State regulations.

ii. Parental Contact

1. In accordance with the district policies, provide the necessary information to the student athlete parent/guardian to update

them on the condition of the injury, treatment program, and any other appropriate information.

- iii. **Sports Covered** – The trainer(s) will be required to cover multiple events (games, scrimmages, practices) throughout the high school athletic fields. The coordination of this coverage will be made in conjunction with the appropriate athletic director.
 - iv. **Length of Season** – The athletic season will normally run from mid August until mid June with the actual dates dictated by the PIAA, weather conditions and scheduling.
 - v. **Work Hours** – The contractor shall provide services amounting to approximately 40 hours per trainer per week at the North Penn High School and 15 hours per trainer per week at each of the middle schools, but this schedule will fluctuate depending on the season, practice schedules, and game schedules.
 - 1. Preseason Hours (mid August to September 1):
 - a. Weekdays – 7:00 a.m. to 8:30 p.m.
 - b. Saturdays – 7:00 a.m. to 12:00 p.m. (North Penn High School only)
 - 2. School Days, North Penn High School
 - a. Number of school days-176
 - b. Number of school days with night contest -50
 - c. Number of Saturday's with practice – 24
 - d. Number of Saturday's with contest – 12
 - e. Number of holidays/non school days – 14
 - f. Hours without contests 1:30 p.m. – 6:30p.m.
 - 3. School Days, Pennbrook Middle School, Penndale Middle School, Pennfield Middle School
 - a. Number of school days-160
 - b. Hours -2:30 p.m. – 5:30 p.m.
 - vi. **Staff** – the contractor must supply two (2) staff members for the North Penn High School on a daily basis, from Monday thru Saturday and one (1) staff member per middle school on a daily basis from Monday through Friday.
 - c. **Administrative Duties**
 - i. **Develop Inventory**-The contractor will inventory the district athletic training supplies and develop of list of supplies that need to be available for the upcoming sport seasons.
 - ii. **Request Replenishment of Supplies**- The contractor will be responsible to provide the Athletic Director with a complete list of supplies necessary to replenish supplies used in the course of performing their athletic training duties. This request must be made in a timely manner to allow the processing of purchase orders and vendor shipments before the existing supplies are exhausted. It will be the responsibility of the school district to pay for all costs associated with acquiring these supplies.
 - iii. **Communications**-It is the responsibility of the contractor to communicate all appropriate information to the athletic administration and coaches pertaining to its student athletes.
 - iv. **Schedules**- It shall be the responsibility of the school district to provide the contractor a schedule of all events at least a month in advance, and to provide updates to this schedules as events are postponed and rescheduled.
2. **Staff**
- a. **Qualifications** – All staff provided by the contractor must be properly trained and certified to perform the Athletic training duties. A copy of the individual's degree

in the field, accreditation from a nationally recognized organization and Pennsylvania Athletic Trainer license must be presented to the Athletic Director prior to performing their duties.

- b. **Clearances** – All contractor staff members, who will work with North Penn students, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of this contract. Original documentation of these clearances must be presented to the appropriate athletic director, who will make appropriate copies for the district records. All new or substitute staff members must provide this documentation before working with the students. At the time of this request for proposal, required clearances include:
 - i. **Act 34, Section III of the Public School Code** (Criminal Record Check)
 - ii. **Act 151, Chapter 63 of 23 PA Consolidated Statutes** (Pennsylvania Child Abuse History)
 - iii. **Act 114** (F.B.I. Fingerprinting Clearances)
 - iv. **Act 168** (Sexual Misconduct/Abuse Disclosure Release)
- c. **Presentations/Clinics**- the contractor shall have qualified staff members available to provide wellness, injury prevention and nutrition workshops to the students and coaching staff. The cost of these workshops (2 per season) shall be included in the contract price.
- d. **Substitute Coverage**- the contractor shall supply the staff necessary to perform the duties of this contract. It is the sole responsibility of the contractor to provide substitute coverage for any day or event missed by their employee(s).

3. **Insurance** - The school district will require the contractor, at the contractor's expense, to provide professional liability, general liability, and workers compensation insurance as required in the general conditions of these specifications and to name the North Penn School District as an additional insured. The contractor is required at all times during this contract period to provide insurance coverage as follows:

a. General Liability Coverage	\$1,000,000
b. Professional Liability Coverage	\$1,000,000
c. Workers Compensation Each Accident	\$ 500,000
d. Workers Compensation Each Disease/Per Employee	\$ 500,000
e. Workers Compensation Each Disease/Policy Limit	\$ 500,000

4. **Compensation**

- a. **Contract** -The school district will make three payments upon invoice to the contractor, to coincide with the three sport seasons. One third (1/3) will be paid on September 15th, One third (1/3) will be paid on December 15th , and the final One third (1/3) will be paid on April 15th.
- b. **Expenses** -The district will also reimburse the contractor for any necessary expenses incurred in the performance of these duties upon approval of the high school athletic director. Mileage reimbursement for travel required and requested by the school district to off campus events (such as away football games or in the event that home facilities are unavailable) will be made at the prevailing IRS rate.

5. **Other**

- a. **Location of Services** – The Services will be provided to:
 - i. North Penn High School Student Athletes at its location and adjoining playing fields located at 1340 Valley Forge Road, Lansdale, PA 19446.
 - ii. Pennbrook Middle School Student Athletes at its location and adjoining playing fields located at 1201 North Wales Road, North Wales PA 19454

- iii. Pennedale Middle School Student Athletes at its location and adjoining playing fields located at 400 Penn Street, Lansdale, PA 19446
- iv. Pennfield Middle School Student Athletes at its location and adjoining playing fields located at 726 Forty Foot Road, Hatfield, PA 19440
- b. **Patient Facility – within 10 mile radius of school district** – Provide a listing of all your facilities within a ten mile radius of the school district, for treatment of our student athletes.
- c. **Credentials** – The contractor must supply the school district with NATA Certified Athletic Trainers at all times.
- d. **Independent Contractor** - The contractor acknowledges that they are performing services as an independent contractor and is not an agent or employee of the school district. Contractor will have control over the performance of services and shall be solely responsible for the payment of its federal, state, and local taxes, salary for its employees and all associated payroll obligations.
- e. **Term of Agreement / Early Termination** –The contract may be voided by the school district for cause and by the contractor for nonpayment.
- f. **Contract Sample** - This request for proposal shall not be all encompassing of the legal agreement between the two parties. The contractor is required to provide a sample contract of their requested legal agreement with their proposal submission for review by the school district.

Bid Response Form

Total Annual Contract Price	2018-19	_____	Hourly Rate	_____
Total Annual Contract Price	2019-20	_____	Hourly Rate	_____
Total Annual Contract Price	2020-21	_____	Hourly Rate	_____

Please attach a listing of all of you medical treatment locations within a 10 mile radius of the North Penn School District

Contractor Name _____

Address _____

City, State, Zip code _____

Telephone Number _____

Representative Contact Information _____

Signature _____

North Penn School District
Lansdale, Pennsylvania 19446-3807

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under
(name of my firm)
investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and
(name of my firm)

important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District
Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation _____
Name: _____	Partnership _____
Address: _____	Individual _____
Principal Office: _____	Joint Venture _____
Phone: _____	Other _____

1. How many years has your organization been in business as a vendor/contractor?

2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at

this _____ day of _____, 20__.

Name of Organization: _____

By: _____

Title: _____

8. _____ being duly sworn deposes and says that he/she is the

_____ of Vendor/Contractor and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.