



**PALMYRA AREA SCHOOL DISTRICT
1125 PARK DRIVE
PALMYRA, PA 17078**

Request for Proposal for Athletic Trainer Services

Specifications for Proposal

Intent

The intent of these specifications is to obtain Athletic Training Services from an Athletic Training (“Provider”) for the Palmyra Area School District (“School District”). This shall include the Palmyra Area Middle School (grades 7,8) and the Palmyra Area High School (grades 9-12).

Term of Agreement

The District is requesting proposals to provide athletic trainer services for the District’s fiscal years 2021/2022, 2022/2023, 2023/2024 with an option of extending to 2024/2025 and/or 2025/2026. All fiscal years begin on July 1 and end on June 30 of the following year.

Provider Requirements

It is expected that the following be included in the normal course of the Athletic Trainer services as a part of the contract:

1. The Provider is responsible to carry professional liability insurance at its own cost and expense. A certificate of said insurance will be forwarded to the School District and shall name it as an “additional insured.” The certificate of insurance shall be with an insurance company that is licensed to do business in the state of Pennsylvania. This includes General Liability in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Provider shall provide proof of malpractice coverage of staff provided to the School District at the limits of \$1,000,000 per incident and \$3,000,000 in the aggregate. Provider shall not amend or cancel malpractice coverage without written notice to the School District.

2. Assign one Certified Athletic Trainer to the School District to work a flexible 40 hours per week (2080 hrs./school year). The Athletic Trainer, in coordination with the Director of Athletics, will determine the work schedule.
3. Assign one Certified Athletic Trainer to the School District for supplemental coverage not to exceed 400 hours per school year.
4. Assign an alternate Athletic Trainer when assigned Athletic Trainer is not available such as, but not limited to, illness, leave, vacation, etc.
5. To assist the District with medical services to all student athletes in and out of the athletic season as well as to those who are attending District events or activities on or off District property. This includes, but not limited to:
 - a) District athletic events including practices and games;
 - b) Potential Emergencies that arise during the overlap of the school day to assist with school nurse.

Qualifications of Athletic Trainers

Proposals shall meet the following specifications regarding Athletic Trainers:

1. Provide Athletic Trainers who shall meet the following criteria:
 - a) Have no obligations or interests that conflict with the best interests of the District.
 - b) Have current trainings or certification(s) in the following:
 1. Certified by the National Athletic Trainers Association Board of Certification (NATABOC);
 2. Licensed by the State of Pennsylvania as an athletic trainer;
 3. Basic Life Support (BLS) training;
 4. One of the following certifications in Cardiopulmonary Resuscitation (CPR). Instructor qualifications preferred.
 - American Red Cross (ARC);
 - American Heart Association (AHA);
 - American Safety & Health Institute (ASHI);
 - Or a program approved by the Pennsylvania Good Samaritan Act.
 - c) Must be able to administer Narcan or equivalent medication for drug overdose.
 - d) Have the professional proficiency to provide the services requested herein.
 - e) Have credible personal experience in the athletic training field.
 - f) Have the flexibility to work more than 40 hours, and Holiday practices when needed (i.e. preseason August and playoffs).
 - g) Must be able to follow all District Board policies and administrative guidelines as well as follow guidelines and policies under the District approved physician.
 - h) Compliance with all confidentiality laws including FERPA and HIPPA.
 - i) Work directly with the Director of Athletics for the purposes of developing weekly schedules.
 - j) Have current required clearances on file with employer to work in a Pennsylvania school district as defined by the State of Pennsylvania and the Pennsylvania Department of Education and are available to the District upon request.

- k) Have a Pennsylvania driver's license in good standing that meets District requirements to be an approved driver of District vehicles.

Optional Provider Services

2. The Provider should include any additional services or requirements of the School District including but not limited to:
 - a) Physician coverage of home Varsity Football contests.
 - b) Assigned Team Physician
 - c) Pre-Participation physical examinations on site at the School District
 - d) Preferential appointments with a sports medicine or alike Physician for injured athletes.
 - e) Advertising for the Provider at home school district sporting events including promotional materials, message board displays and announcements.

Athletic Trainer Duties

3. The primary athletic trainer will be responsible to comply to all PIAA and School District policies as well as:
 - a) Assisting the School District with supplies/equipment needs, inventories and submitting a budget to the Athletic Director.
 - b) Attending appropriate meetings.
 - c) Maintain a safe, organized and clean training room.
 - d) Injury documentation, evaluation and appropriate rehabilitation; including monitoring return to play clearances and paperwork with athletes' physicians.
 - e) Compliance with all confidentiality laws including FERPA and HIPPA.
 - f) Provide learning opportunities for students interested in a related field of study.
 - g) Effectively communicate with School District staff regarding injuries, issues, or other pertinent information.

Form of Proposal

Written proposals shall be presented as follows:

1. Brief statement of understanding of the services requested and a positive commitment to the District.
2. Presentation of names of the individuals who will be authorized to make decisions on behalf of the service provider including title, address, and telephone number of each.
3. Explanation of the size and structure of the service provider.
4. Indicate the individual's experience level and qualifications of the individuals that are expected to provide the actual services onsite for the District.
5. Provide a reference list of two schools that currently hold a contract with the service provider and the length of the contract.
6. State the fixed fee quote for services for the 2021/2022, 2022/2023, 2023/2024 fiscal years with the option of extending through the 2024/2025 and/or the 2025/2026 fiscal year. The Athletic Trainer Services proposal may not be

withdrawn for a period of ninety (90) days from the date the proposals are opened.

Evaluation of Proposal

It is the District's intent to award a contract to the service provider based upon qualifications, relative experience and quality of service. Proposals will be evaluated based upon the following criteria:

1. Ability to meet all minimum qualifications and services needed as detailed in the above specifications.
2. Overall familiarity with the operations of the Palmyra Area School District.
3. Athletic trainer experience.
4. Experience in providing similar services to other public entities, with special emphasis on experience in sports medicine.
5. Fee Proposal.
6. Other supportive considerations as documented by the service provider submitting the proposal.

Additional Information

1. The District reserves the right to request a change of an assigned Athletic Trainer.
2. The District will not be liable for any cost incurred in the preparation of proposals.
3. The submission of a proposal shall be prima facie evidence that the service provider submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be provided; the detailed requirements of the specifications; and the conditions under which the services are to be provided.
4. The service provider submitting the proposal shall furnish the District such additional information as the District may reasonably require.
5. The District reserves the right to conduct additional interviews of any or all service providers submitting proposals prior to selection. The District will not be liable for any costs incurred by the service provider in connection with such interview (i.e., travel, reproduction costs, etc.)
6. The District reserves the right to conduct pre-contract negotiations with any potential service providers that have submitted proposals.
7. The District reserves the right to reject any, or all, proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.

Invoicing and Payment

The School District will be invoiced monthly by the Provider. The School District will pay invoices NET30. Invoice to Palmyra Area School District, 1125 Park Drive, Palmyra, PA, 17078, Attn: Business Office.

Termination

The contract may be terminated if a breach by either party exists. The non-defaulting party may terminate the contract by giving the breaching party ninety (90) days prior written notice.

PALMYRA AREA SCHOOL DISTRICT
Request for Proposal for Athletic Trainer Services
For the Fiscal Years

2021/2022, 2022/2023, 2023/2024 AND/OR 2024/2025, 2025/2026

(Return this form as the Cover Page of your Athletic Trainer Services Proposal)

Service Provider Name _____

Address _____

Contact Person _____

Telephone Number _____

E-mail Address _____

FIRST, the undersigned have carefully examined the Request for Proposal for Athletic Trainer Services in accordance with the specifications of the proposal and agree to furnish and provide the specified athletic trainer services requested by the Cornwall-Lebanon School District (the "District") within the limits specified for the amounts indicated below.

SECOND, the undersigned agrees to enter into a written contract to furnish such athletic trainer services as requested in the Request for Proposal specifications.

THIRD, the following quotation prices are listed as firm for a period of ninety (90) days after the due date of this Request for Proposal.

FOURTH, if the service provider performs services beyond the Scope of Services, the service provider must receive a pre-approval from the District and supply time records and service descriptions to validate any invoiced charges.

FIFTH, no plea of mistake for this proposal shall be made available to the undersigned service provider.

SIXTH, the service provider agrees to do the athletic trainer services for the amounts quoted as follows:

Athletic Trainer Services for 2021-2022	\$	_____
Athletic Trainer Services for 2022-2023	\$	_____
Athletic Trainer Services for 2023-2024	\$	_____
Athletic Trainer Services for 2024-2025	\$	_____
Athletic Trainer Services for 2025-2026	\$	_____

SEVENTH, the service provider's other fees structure, hourly rates and other costs will be as follows:

EIGHTH, if requirements and services cannot be met, please identify and elaborate any specific point in the space provided below.

<u>Section</u>	<u>Explanation</u>

By signing this document, I, _____, an authorized representative of the service provider, agrees to meet and provide all requirements and the scope of services request by the District.

Signature: _____ Date _____

Title _____ Telephone: _____