



SCHUYLKILL VALLEY SCHOOL DISTRICT

929 LAKESHORE DRIVE
LEESPORT, PA 19533-8631

REQUEST FOR PROPOSALS

The Schuylkill Valley School District is accepting proposals for the following:

Athletic Training Services

All proposals must be submitted to and on forms or via proposal and in accordance with the specifications supplied by:

Schuylkill Valley School District
Attn. Stephanie Deibler
929 Lakeshore Drive
Leesport, PA 19533
610-926-1706 Fax 610-926-3960
www.schuylkillvalley.org

Proposal Deadline

Proposals will be accepted until **May 19, 2022** at the Schuylkill Valley School District Administration Center at 929 Lakeshore Drive, Leesport, PA 19533.

1. Intent

The intent of these specifications is to obtain Athletic Training Services for the Schuylkill Valley High School and the Schuylkill Valley Middle School for the school years 2022-2023 through 2025-2026 (4 years).

2. Submittals Required

- A. Current NATABOC Certification
- B. PA State Certification
- C. School Systems References

3. Insurance

The successful contractor shall provide a certificate of insurance naming the Schuylkill Valley School District as an "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Pennsylvania.

- A. General Liability (including completed operations coverage) - \$1,000,000
- B. Worker's Compensation per state statute - \$500,000
- C. Professional Liability (for each athletic trainer) - \$1,000,000 per incident and \$3,000,000 in the aggregate covering all officers, employees and agents of the provider

4. Athletic Trainers

Two athletic trainers will be provided for each school year of the contract. Both athletic trainers should be considered "full time.", however we would be willing to examine a proposal with one athletic trainer being full-time and the second being .75 time. The individuals occupying these positions will be considered independent contractors and will remain employees of the successful bidder.

The athletic trainers should perform all functions inherent in the position including, but not limited to evaluation/treatment of injuries, injury prevention, medical record-keeping, yearly emergency action plans, equipment & supply inventory and ordering, cleaning and maintenance of equipment, first aid kits, communication with coaches, student-athletes, parents, administration, etc.,

5. Training Room and Athletic Contest Coverage

Training room and athletic event coverage will be provided a minimum of 1 week prior to the start of the fall athletic season (including any applicable heat acclimatization periods as specified by PIAA) and continuing a minimum of 1 week prior to the last contest (including play-offs) of the spring athletic season.

Training room coverage is expected at all practices and games, including an occasional Sunday events (after 12:00 noon). On days when school is not in session for holidays, planned in-service activities or weather-related events, practices and games may still be held and athletic training coverage is expected.

Over the summer months, athletic training coverage should be provided for all youth camps/clinics as well as a minimum of 2 hours per day for injury assessment/treatment. These hours shall be arranged in conjunction with the Athletic Director taking into account summer work-out plans for all teams.

6. Team Physician

Team Physician will provide standing operating orders for the athletic trainers. Team Physician will provide game coverage for all home football games as well as other event coverage as may be deemed necessary. The Team Physician must approve the wrestling weight management and certification program. The Team Physician should be available to see SV student-athletes for injury assessment when the Athletic Trainers request such service.

7. Pre-Participation Physical Examinations

Team physician will conduct pre-participation physical examinations prior to each sport season (3 yearly) at the school district. Dates and times will be mutually agreed upon. The successful vendor will provide physicians, trainers and all staff necessary to complete this process with the exception of clerical/administrative staff which will be provided by the school district.

8. Vendor Information

Please provide the following:

- The Name and location of your company, including the location of the office that will be serving the Schuylkill Valley School 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?

Provide specific reference information for five clients you have served, relevant to the contract proposed, to include:

- Organization name and location
- Starting date of service
- Relevant volume statistics
- Contact name, title and telephone number

The references must be relevant to service in the last 36 months, and shall include their level of acceptance of your services.

9. 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.

10. Indemnification

The contractor agrees to indemnify, defend, and hold harmless the Schuylkill Valley School District as well as its officers, agents and employees from any and all claims and losses accruing or resulting from the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract.

11. Termination

Subject to the provisions below, the contract may be terminated by either party upon ninety (90) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed as of the date of termination, then this contract may be extended upon written approval by the Schuylkill Valley School District until said work or services are completed and accepted.

12. Invoicing and Payment

Invoices shall be paid promptly by the Schuylkill Valley School 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.

13. 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 request, revisions will be provided to all prospective entities who receive this request for proposals. Such revisions or addenda will additionally be posted on the following website: www.schuylkillvalley.org

This document includes an acknowledgement page. This page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The Schuylkill Valley School District does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Stephanie Deibler, Athletic Director at (610) 926-1706 or at sdeibler@schuylkillvalley.org.

14. Preparation and Submittal of Proposals

- A. All proposals shall be signed in ink by the Bidder's duly authorized principal.
- B. Requests for extensions of the deadline will not be granted.
- C. Proposers mailing their proposals should allow for normal time to ensure receipt of their proposals by the Schuylkill Valley School District prior to the proposal deadline.
- D. Proposals or unsolicited amendments to proposals received by the Schuylkill Valley School District after the acceptance deadline will not be considered.
- E. Each proposer shall submit **one original and one (1) copy** of its proposal to the Schuylkill Valley School District.
- F. Proposal may be withdrawn on written request from the proposer addressed to the Schuylkill Valley School District prior to the time of acceptance.

15. Proposal Content

- A. Proposers are advised to provide information detailed sufficiently to enable evaluation of their capabilities, experience and approach to the services outlined in the proposal.
- B. Each proposal should provide a straight forward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposals.

16. Subcontracting

The Proposer who is selected will be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the Schuylkill Valley School District.

17. Award

The Schuylkill Valley School District may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the Schuylkill Valley School District will be guided by consideration of the interests of the school district and its student-athletes. The district also reserves the right to negotiate further with one or more of the bidders as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the Schuylkill Valley School 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 Schuylkill Valley School District 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 in any manner which is unethical or contrary to the best interests of the Schuylkill Valley School District.

REQUEST FOR PROPOSALS

Schuylkill Valley School District



Athletic Training Services

School Years 2022-2023, 2023-2024, 2024-2025, 2025-2026

Proposal due date: 5/19/22

Schuylkill Valley School District
929 Lakeshore Drive
Leesport, PA 19533 Fax 610-926-3960

In accordance with the Schuylkill Valley School District's Request for Proposals, the undersigned agrees to provide:

- Athletic Training Services for School Year 2022-2023 at a cost of \$_____.
- Athletic Training Services for School Year 2023-2024 at a cost of \$_____.
- Athletic Training Services for School Year 2024-2025 at a cost of \$_____.
- Athletic Training Services for School Year 2025-2026 at a cost of \$_____.

The undersigned is familiar with the conditions surrounding this call for requests for Proposals, is aware that the Schuylkill Valley School District reserves the right to reject any and all Proposals, is submitting this Proposal without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number