

EXCELSIOR SPRINGS SCHOOL DISTRICT #40



REQUEST FOR PROPOSAL

ATHLETIC TRAINER SERVICES

FOR THE

EXCELSIOR SPRINGS SCHOOL DISTRICT #40

April 24, 2024

Questions/Requests for Clarification Due: Friday, May 3, 2024

Proposal Due: Wednesday, May 8, 2024 at 2:00 PM

REQUEST FOR PROPOSAL FOR ATHLETIC TRAINER SERVICES

1. Introduction

1.1. Background on the Request for Proposal

- 1.1.1. The Excelsior Springs #40 School District (“District”) is issuing this **Request for Proposal for Athletic Trainer Services** (“RFP”) for the full range of athletic trainer services that the District requires for its high school and middle school composed of the categories set forth in Section 2 of this RFP (“the Athletic Trainer Services”). The District will evaluate submissions of all providers responding to this RFP (individually, “Respondent”) under the evaluation criteria in this RFP.
- 1.1.2. At the conclusion of this RFP, the District intends to select and contract with one or more providers to assure that the District has ongoing and expeditious access to Athletic Trainer Service providers.

1.2. Background on the District

- 1.2.1. The District, a public school district created, organized and operating under the Constitution and the laws of the State of Missouri, is an independent body politic and corporate, and a political subdivision of the State of Missouri.
- 1.2.2. The District has a high school enrollment of approximately 800 students.
- 1.2.3. The governing body of the District is a seven-member Board of Education. The Administration of the District is headed by the Superintendent of Schools.

2. Scope of Services includes, but is not limited to, the following areas:

2.1. Attendance at Athletic Events – Attend athletic practices, competitions, and/or tournaments;

2.2. Injuries – Attend to any injuries sustained by School students as a result of the student’s participation in the athletic event;

2.3. Services – Services provided may include, without limitations:

- 2.3.1. One athletic trainer for daily attendance at the high school (Monday-Friday) from 2:15 p.m. – 5:30 p.m. each day school is in session, beginning the first day of Fall sports practices as established by MSHSAA, through the last day of school or the last day of Spring sports season for high school athletics. On days school is not in session, athletic trainer and school activities director will

determine if attendance is needed.

- 2.3.2. Coverage includes ALL home scheduled events/games in each sport throughout the school year (high school and middle school events on the high school campus) and any special events agreed upon by the athletic director and athletic trainer.
- 2.3.3. Coverage includes ALL high school away varsity football games.
- 2.3.4. Physician coverage for ALL varsity home football games, and other events as agreed upon by both parties.
- 2.3.5. Conducting initial assessment of athlete's injury or illness and formulating an impression of the injury or illness in order to provide emergency care and referral to a physician for definitive diagnosis and treatment, if necessary;
- 2.3.6. Physician scheduling for any sports injury that needs further attention within 24-48 hours.
- 2.3.7. Administering first aid and emergency care for acute athletic injuries and illnesses; and
- 2.3.8. Providing health care information to and counseling athletes while at the athletic event.
- 2.3.9. Performing injury prevention measures to minimize the risk of injury during play;
- 2.3.10. Providing on-site injury checks each week during competitive seasons;
- 2.3.11. Provide sports physical day for middle school and high school students. Date agreed upon by school and provider; and
- 2.3.12. ImPACT concussion program baseline testing for all high school student athletes in District.
- 2.3.13. Ability to electronically document all aspects of athletic injury and management.
- 2.3.14. Either party may void the final contract and/or services agreement with a 60-day notice in writing at any time.

3. Content of the Proposal

3.1. Identity of the Respondent

- 3.1.1. **Name of the Respondent** – The Proposal shall include the legal name of the Respondent submitting the Proposal.
- 3.1.2. **Address of the Respondent** – The Proposal shall include the mailing address of the Respondent.

3.2. Billing, Billing Rates, and Reimbursement of Expenses

- 3.2.1. **Billing** – The Proposal shall indicate the rate at which the Respondent will bill the District at a flat fee monthly, and the rate at which Respondent will charge the District for additional athletic trainers when necessary.

3.3. Qualifications of Respondent

- 3.3.1. **Qualifications with Respect to Areas in the Scope of Services** – The Proposal shall include a detailed self-analysis of Respondent’s ability to provide athletic trainer services that meet the needs of the District, addressing each area set out in the Scope of Services, Section 2, above. The self-analysis should include Respondent’s experience providing athletic trainer services to entities similar to the District and include Respondent’s experience in the areas Discussed in the Scope of Services.
- 3.3.2. **Additional Qualifications** – Respondent may provide the District with additional information Respondent believes is pertinent to an assessment of Respondent’s qualifications. Additional information may include memberships in professional organizations, access to research data bases, attendance at relevant athletic training conferences, and conferences/workshops at which Respondent’s personnel have presented on relevant topics.

3.4. References

- 3.4.1. **Number of References** – Respondent shall submit three (3) client references.
- 3.4.2. **Type of References** – References from school districts or other governmental entities are preferred.
- 3.4.3. **Content of References** – References must include the following information: name of the entity, address of the entity, telephone number of the entity, and the individual at the entity to be contacted.

3.5. Conflicts of Interest

- 3.5.1. **Relationships with Members of the Board of Education and Administration** – Respondent shall state any professional, business, or familial relationship that Respondent as an entity or principals of Respondent has or have with any current member of the Board of Education of the District, or with any administrator of the District.

3.6. Insurance

- 3.6.1. **Workers' Compensation Insurance** – Respondent shall provide proof of workers' compensation insurance, as required by law.
- 3.6.2. **Comprehensive General Liability Insurance** – Respondent shall provide proof it maintains general liability insurance with a limit of not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a deductible of not more than \$5,000.
- 3.6.3. **Professional Liability Insurance** – Respondent shall provide proof of professional liability insurance with a limit of not less than \$1,000,000.

3.7. Statement of Assurances and Signature

- 3.7.1. **Assurances** – Respondent shall include a statement that Respondent has read and understands the instructions in this RFP, and that Respondent can provide the services specified in this RFP.
- 3.7.2. **Signature** – The original copy of the Proposal shall be signed by an authorized representative of Respondent.

4. Submission of Responses

4.1. Pre-Submission Requirements

- 4.1.1. **Letter of Interest** -- Within five (5) days of issuance of the RFP, providers shall submit a letter expressing the firm's interest in submitting a proposal.
- 4.1.1.1. **Principal Contact Person** – The letter must identify the Principal Contact Person at the provider with respect to the RFP, and provide contact information, including e-mail address, for the principal contact person.
- 4.1.1.2. **Mode of Submitting Letter of Interest** – Interested providers may submit the Letter of Interest by United States Mail or as a pdf document attached to an email.
- 4.1.1.3. **To Whom to Address the Letter of Interest** – The Letter of Interest should be addressed to:

Eric Marshall
District Director of Activities
Excelsior Springs School District #40
300 West Broadway
Excelsior Springs, MO 64024
emarshall@ga.essd40.com

4.2. Questions Regarding the Request for Proposal

4.2.1. **Questions/Requests for Clarification** – Questions/Requests for clarification regarding the proposal will be accepted through the end of business, May 3, 2024.

4.2.2. **To Whom to Address Questions** – Questions/Requests for clarification regarding the proposal should be addressed to:

Eric Marshall
District Director of Activities
Excelsior Springs School District #40
300 West Broadway
Excelsior Springs, MO 64024
emarshall@ga.essd40.com

4.2.3. **Mode of Asking Questions/Requests for Clarification** – Questions/Requests for clarification may be submitted by E-Mail.

4.2.4. **Responses to Questions/Requests for Clarification** – Inquiries and Responses to Questions/Requests for Clarification will be sent by e-mail to the Principal Contact Person identified in 4.1.1.3 of all providers that have expressed an interest in submitting a proposal.

4.3. Submission Requirements

4.3.1. **Date and Time Proposal Is Due** – The Proposal must be submitted not later than 2:00 PM, on Wednesday, May 8, 2024.

4.3.2. **Location of Submission** – Proposal shall be submitted to:

Lisa Shelton
Administrative Assistant to the Superintendent
Excelsior Springs School District #40
300 West Broadway
Excelsior Springs, MO 64024

- 4.3.3. **Identification of Submission** – The Proposal shall be enclosed in a sealed envelope labeled: “**PROPOSAL TO PROVIDE ATHLETIC TRAINER SERVICES.**”
- 4.3.4. **Form of the Submission** – The District will accept hard copies of the Proposal, only. Electronic or facsimile copies will not be accepted.
- 4.3.5. **Number of Copies** – The Submission shall include one (1) original and four (4) copies of the Proposal.
- 4.3.6. **Contents** – The Proposal must include all of the information required by Section 3.
- 4.3.7. **Modification of Proposal** – Respondent may modify its Proposal up to the time that proposals are due.
- 4.3.8. **Withdrawal of Proposal** – Respondent may withdraw its Proposal up to one hour before the Proposals are to be opened. See 4.3.9.
- 4.3.9. **Opening of Proposals** – The District shall open the Proposals in public on Wednesday, May 8, 2024 at 2:00 PM in the District Office conference room.

5. Evaluation of Proposals and Award of Contract

- 5.1. **Evaluation Committee** – The District may appoint a committee (Committee) to review the proposals and make a recommendation to the Board of Education.
 - 5.1.1. **Interviews** – The District may elect to narrow the field and interview Respondents.
- 5.2. **Evaluation Criteria** – The criteria used by the District in evaluating the proposals include:
 - 5.2.1. Qualifications and experience with projects of similar scope or complexity
 - 5.2.2. Staff experience and competence
 - 5.2.3. Pricing scale of services
 - 5.2.4. Familiarity with Excelsior Springs #40 School District and the project expectations
 - 5.2.5. Approach to effectively fulfilling the services requested
 - 5.2.6. References

5.3. **Awarding of Contract** – The Board of Education will consider the recommendations of the committee and will award the contract for athletic trainer services to the provider or providers which, in the sole discretion of the Board of Education, offers the services in the best interest of the District. The Board of Education may award contracts to more than one provider. The Board of Education reserves the right to reject all proposals. The decision of the Board of Education is final.

5.3.1. **Date of the Award** – It is the intention of the Board of Education to award a contract under this RFP on May 14, 2024. However, the Board is not bound by this date, and may take up to ninety (90) days after proposals are submitted to award a contract under the RFP.

5.3.2. **Contract** – If a Proposal is accepted, the District and Respondent shall enter into a contract consistent with this RFP, the Proposal, and such additional terms as negotiated between the District and Respondent.

5.3.3. **Duration of the Contract** – The agreement will run for one (1) year and may be renewed for four more consecutive one-year terms upon agreement between Excelsior Springs #40 School District and the successful provider.

5.3.4. **Failure to Contract** – Failure of the District and Respondent to agree on the terms of the contract may cause the avoidance of the award.

6. Other Provisions

6.1. The RFP – in part or in whole – is not intended to be, nor shall it be construed as being, a commitment of any kind by the District. There is no expressed or implied obligation for the District to reimburse responding providers for any expenses incurred in preparing a Proposal in response to this request.

6.2. The District reserves the right to reject any or all proposals.

6.3. The District reserves the right to waive any informalities and minor irregularities in any proposal received. The District, in its sole discretion, will determine whether an irregularity is minor.

6.4. Proposals, fees, costs, terms and conditions shall remain firm for ninety (90) days from the due date for proposals.

6.5. Proposals may not be withdrawn for ninety (90) calendar days from the due date for proposals without the express written consent of the District.

6.6. Respondent is responsible for its own verification of all information provided to it. Respondent must satisfy itself, upon examination of this RFP, on the intent of the terms, conditions, and specifications.

- 6.7. The District may award a contract based upon the initial proposals received, without further communication with the Respondents.
- 6.8. The District, at its option, may conduct interviews after receipt of the proposals.
- 6.9. The District reserves the right to enter into negotiations to clarify and qualify terms in a Proposal.
- 6.10. The District reserves the right to negotiate final contract terms with any Respondent, regardless of whether such Respondent was interviewed. This RFP will serve as an addendum to the final contract and all information in this RFP must be supported in the final agreement.
- 6.11. Respondent shall not offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District to influence favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process. Such practice shall result in automatic rejection of the Proposal.
- 6.12. No Respondent shall engage in any activity or practice, by itself or with other Respondents, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Such practice shall result in automatic rejection of the Proposal.
- 6.13. If a conflict arises between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. The District shall resolve all inconsistencies and/or disputes pertaining to the RFP and a Proposal in good faith. Respondent agrees to abide by the decision of the District.
- 6.14. The District is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

By signing and submitting a proposal the proposer has read and understands the statements herein.

AUTHORIZED SIGNATURE: _____
Print/Typed

AUTHORIZED SIGNATURE: _____
Signed

DATE: _____

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

Eric Marshall
District Director of Activities
Excelsior Springs School District #40
300 West Broadway
Excelsior Springs, MO 64024

E-Verify

As a condition for the award of any service contract or grant in excess of \$5,000 by the district, the service provider must submit this affidavit.

This affidavit affirms that _____ [name of provider] is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and _____ does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

Name of Registered Agent, Legal Representative or Corporate Officer

Title of Registered Agent, Legal Representative or Corporate Officer

Signature of Registered Agent, Legal Representative or Corporate Officer