

TIMBERLANE REGIONAL SCHOOL DISTRICT
30 Greenough Rd | Plaistow, NH | 03865

Request for Proposals for Athletic Trainer
Services for the 2021-2022 School Year

Special Conditions and Specifications

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1.0 INTRODUCTION

It is the intent of the Timberlane Regional School District to award a contract for **Athletic Training Services** as a result of issuing this Request for Proposal. Sealed proposals, subject to conditions contained herein and attached hereto, will be received at the Office of the Superintendent of Schools, 30 Greenough Road, Plaistow, NH 03865, until, but not later than **11:00AM eastern standard time**, Thursday, **April 29, 2021**. Bids may also be sent electronically to Jill.Johnston@SAU55.net. Bids will be opened via Zoom and publicly read at that time. Vendors may request a link to the Zoom meeting to observe.

Proposals should be submitted in a sealed envelope and mailed to:

Timberlane Regional School District
Bid Proposal: Athletic Training Services
30 Greenough Road
Plaistow, NH 03865

Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered. The right is reserved to reject any and all proposals, and to waive any informality in RFP's. The successful proposer shall demonstrate the ability to provide a comprehensive program from athletic training services providers duly licensed and certified pursuant to applicable law to provide services as the district's Athletic Trainer for the Athletic Department of the Timberlane Regional School District.

2.0 CONTRACT PERIOD

It is the intent of this Request for Proposal to award a one year contract commencing on July 1, 2021 and ending on June 30, 2022, with the expectation that some planning and coordination with the District will occur prior to July 1, 2021. Contract renewals will be considered for one-year periods after successful negotiations.

3.0 PROPOSED SERVICES

A. The Provider service will provide two licensed, nationally certified athletic trainers to work on site at the Timberlane Regional High School and the Timberlane Regional Middle School (the "Athletic Trainer"). Anticipated hours for High School coverage are anticipated to be 30-40 hours/week, and for the Middle School anticipated hours of coverage are 15-25 hours/week.

The High School and Middle School Athletic Trainers will provide training room, practice, and game coverage for all scheduled events, Monday through Friday, on regular school days and for games and/or practices scheduled on weekends. Home game coverage will

be provided pursuant to the season schedule(s). Away game coverage is limited to only varsity football.

B. Definition of an Athletic Trainer as an allied health professional who has obtained a college/ university undergraduate degree; fulfilled the certification of the National Athletic Trainers' Association, Inc.; and passed the NATA certification examination administered by the NATA Board of Certification.

The six domains of athletic training from which specific tasks are measured in the examination are:

1. Prevention of athletic injuries
2. Recognition and evaluation of athletic injuries
3. Management, treatment & disposition of athletic injuries
4. Rehabilitation of athletic injuries when appropriate
5. Organization and administration of the athletic training programs
6. Education and counseling of athletes and coaching staff.

C. In coordination with the school's Athletic Director, the Athletic Trainer will supervise the organization and management of the athletic training room.

D. Accurate records will be kept by the Athletic Trainer on all athletes referred to, evaluated, or treated by the Athletic Trainer. Records will be kept in the Athletic Director's office or in the Health office on a strictly confidential basis.

E. When indicated, the Athletic Trainer will refer the student athlete to the appropriate health care professional only after consultation with, and prior approval from the parents or guardian.

F. The Athletic Trainer will communicate and report all student athlete injuries to the appropriate coaches, Athletic Director, and Health Office.

G. The Athletic Trainer will be at the competition site during specified game coverage. Priority coverage of simultaneous athletic events will be determined per agreement of the Athletic Director and Athletic Trainer.

H. During practice sessions, the Athletic Trainer will coordinate athletic training duties out of the training room at the start of each day and then will proceed to the practice areas.

I. In the event the Athletic Trainer is unable to cover the contract, the contractor may

substitute an equally qualified Athletic Trainer and/or other clinical staff who will provide services within their scope of practice, so long as they have available staff.

J. In the event of an injury sustained by an opposing team player, the Athletic Trainer will provide immediate first aid and injury assessment/care, and if necessary, the Athletic Trainer will follow up with a call to the opposing team player's parent and school.

K. The Athletic Trainer is available upon request to provide educational programs throughout the school year. Programs could include, but are not limited to, information provided to coaches, parents, and health classes in regards to prevention/ care of athletic injuries, nutrition, general first aid and/or concussion information for athletes.

L. Athletic Trainers will implement, if so desired by the school, a Student Athletic Trainer Program.

M. The Athletic Trainer will be evaluated by the Athletic Director at the conclusion of each year. The evaluation will be confidential and will be provided in writing to the Coordinator of the Sports Medicine Programs. If at any time during the Term of this Agreement, the School has any concerns with respect to the Athletic Trainer's performance, the School shall immediately contact the Coordinator of Sports.

4.0 MEDICINE PROGRAMS

A. The Athletic Trainer will provide an additional injury evaluation assessment to school athletes at no charge after a courtesy call to our office.

B. The Athletic Trainer will have the right to publicize that they provide athletic training services for Timberlane Regional School District. Any onsite promotions shall occur only with the prior approval of the Athletic Director.

C. The Athletic Trainer will provide ImPact baseline testing and post-concussion follow up testing with a consulting Neurophysiologist to the contact sport athletes of the school, with the help of the school as defined by the *American Academy of Pediatrics Classification of Sports According to Contact* and recommended by ImPact. The list of contact sports is as follows: football, girls and boys soccer, field hockey, spirit, girls and boys volleyball, girls and boys basketball, girls and boys ice hockey, wrestling, girls and boys gymnastics, girls and boys skiing, girls and boys lacrosse, and ultimate Frisbee (if a varsity sport) . Normative data can be used for all other limited contact and noncontact post concussed student athletes. ImPact is a research-based, 20 minute computer test developed to help the Athletic Trainer manage concussion recovery. It can help to determine an athletes' readiness to return to play while protecting them from returning too soon.

D. The Athletic Training Service will provide access to an online injury tracking platform

for use by the Athletic Trainer as an online way to record, manage and report athlete information.

5.0 TIMBERLANE REGIONAL SCHOOL DISTRICT WILL PROVIDE THE FOLLOWING SERVICES

A. The School will provide a room, equipment, supplies and equipment maintenance necessary to conduct operations safely and adequately.

B. The Athletic Director will provide game and practice schedules for the season prior to the first day of the season.

C. The School understands and agrees that the Athletic Trainer will have final say over whether an injured athlete may resume competition in a practice or game situation, if a physician who is under contract with or acting on behalf of the school is not present.

D. All injuries will be screened by the Athletic Trainer. If the Athletic Trainer is not present the coach must notify the Athletic Trainer regarding any injuries within 24 hours or as soon as possible.

E. The school agrees to notify the Athletic Trainer of all schedule changes at least 48 hours prior to the event, whenever possible.

F. The school shall obtain an “*Authorization for Sports Medicine Services and Consent to Treatment*” (or similarly named form) for each student participating on any sports team or who otherwise uses the services of the Athletic Trainer. Proposer may attach a copy of their proposed form to the RFP response as Exhibit A. Copies of such Authorization Forms shall be placed in the student's record located in the school Health office, Athletic Director's office, or the athletic training room.

G. The school understands and agrees that the Athletic Trainer is supervised by clinical staff at the Service Provider and that the Athletic Trainer will discuss confidential information, as appropriate, with his or her supervisor.

H. The school will support the efforts of ImPact testing by agreeing to participate, allowing education of parents, coaches and athletes as well as supplying a computer lab of PCs or MACs in order to schedule supervised baseline testing, and a single computer station to provide supervised post-concussion testing. All computers must have an external mouse and Macromedia Flash Player 10.1 or newer and a broadband internet connection. (Explorer 6.0 and above or FireFox 1.5 or above or Safari for the MAC running OSX 10.2 or above) All other tech requirements will be supplied to the school for preparation prior to testing.

I. The school shall obtain the “*ImPact Permission Form*” (or similarly named form) for each

contact sport student athlete who is to be tested with the ImPact test. Proposer may include as Exhibit B to the RFP response proposed language/form. Copies of such “*ImPact Permission Form*” shall be placed in the student's record located in the school's Health office or Athletic Director's office.

J. The school shall support the efforts of using an online injury tracking platform by supplying a computer or tablet in the Athletic Training room with internet service in order to successfully access the program.

6.0 CONTRACTOR'S EXPERIENCE

The Contractor shall possess extensive prior experience in Athletic Training Services and in compliance with licensure requirements of the State of New Hampshire and National Athletic Trainer's Association.

7.0 REFERENCES

Contractors submitting an RFP must provide a minimum of three (3) references in which similar contracts have been provided to school or educational organizations. This reference list must include the name, address, and telephone number of a key contact person and a brief description of the services provided.

8.0 COST PROPOSAL

Contractors must describe and define all costs associated with an annual contract for Athletic Training Services. The proposal cost must include all costs for services and reimbursement for travel, etc. in order to perform in accordance with this scope of services.

9.0 CONTACT PERSON

All questions and inquiries regarding the Request for Proposal specifications should be directed to Athletic Director Angelo Fantasia, 603-382-6541 ext. 3940 or Angelo.Fantasia@Timberlane.net. Actual RFP bid responses should be submitted per Section 1.0 above.

10.0 PROPOSAL EVALUATION

Proposals will be evaluated by the Superintendent of Schools or his designee. Select proposals meeting all requirements may be asked to present an oral presentation in which key areas of the proposal will be discussed. At the presentation meeting, questions and clarifications, if any, will be addressed by the school system and contract negotiation may be exercised.

Proposals will be evaluated based on the following criteria:

1. Qualifications of the proposer;
2. Demonstrated expertise and past experience in conducting similar services;
3. Service, functions, and capabilities proposed;
4. Cost of proposal;
5. Contract terms.

11.0 SUMMARY

It is the responsibility of the proposer to submit a proposal that best meets the requirements outlined in this Request for Proposal. The proposer may elect to include information not requested and the content of the proposal shall be at the discretion of the Proposer. It is the intent of the school district to award a contract for **Athletic Training Services** as a result of this Request for Proposal; the School District reserves the right to reject any or all such proposals that it deems not in the best interest of the district and/or students. This Request for Proposal and the proposal submission shall be the basis for a contract award.