

**Request for Proposals
2P11-013**

The City of Bristol, Connecticut is accepting Proposals for the following:

**Athletic Training Services
at Bristol Central and Bristol Eastern High Schools**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, August 3, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Request For Proposals 2P11-013

Athletic Training Services at Bristol Central and Bristol Eastern High Schools

The Bristol Board of Education is seeking proposals for the provision of athletic training services.

The scope of services and proposal submission documents are available from
the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until August 3, 2010 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and three copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-013 Athletic Training Services" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

r/a July 20, 2010

City of Bristol, Connecticut
RFP 2P11-013
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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

RFP 2P11-013

Athletic Training Services

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The Bristol Board of Education is seeking proposals for the provision of Athletic Training Services Bristol Central and Bristol Eastern High Schools; for a three year period through July 31, 2013.

Proposals shall include costs for said services (separate attachments may be provided outlining your firm's service), with prices to remain firm for operations in July 2010 and July 2011. It is expected that any resultant agreement will allow for extension of services for subsequent years, with pricing adjustments for services that do not exceed the Consumer Price Index (CPI-U).

2. SCOPE OF SERVICES

A NATA Certified Athletic Trainer (referred to herein as the Trainer) shall be available to provide Athletic Training services at the specified locations of the School on a regularly scheduled basis.

The Services required are defined as follows:

- (i) the evaluation and treatment of minor injuries;
- (ii) the application of first aid and other medical assistance as is reasonable and possible under the circumstances pending the arrival of ambulance services in the case of major injuries;
- (iii) preventative taping and strapping of athletes, as needed;
- (iv) providing nutritional information to student athletes;
- (v) providing basic educational information to student trainers and managers in the course of performing the Services; and,
- (vi) providing recommendations for exercise or other physical measures for minor injuries under the directions, supervision and review of a physician.

All services will be provided at the specified locations of the School, with the exception of those requiring equipment or therapeutic modalities unavailable at the School. The Trainers will be available for up to twenty-five (25) hours per week at both Bristol Central and Bristol Eastern for the school year, at the discretion of the Athletic Director, up to six (6) days per week. During this time, practice and event coverage will be provided. If two (2) or more games are being played simultaneously, the Trainer will be located at the event with the higher potential incidence of injury, or at a location determined in conjunction with the Athletic Director. All coverage will include the season's respective tournaments.

Services shall include evaluation and treatment of athletic injuries, application of first aid and recommendation for exercise or physical measures for minor injuries under the direction, supervision, and review of the physicians to be determined in conjunction with Bristol Board of Education. The Trainer will facilitate communication among an injured athlete, the Athletic Director, parent/guardian, and the team or family physician.

The Trainer will be responsible for the Athletic Training room while in attendance there, including opening and closing. The Trainer will also advise the School on inventory status, requisitioning of supplies, and/or facility management.

The Trainer will keep accurate records of all athletic injuries that are reported and all rehabilitation procedures. The Trainer will also prepare reports on all athletic injuries and rehabilitation procedures provided by the Trainer for the nursing and athletic offices.

In cooperation with the Athletic Director and staff, the Trainer will develop and distribute emergency procedures, emergency phone numbers and location of phones to be distributed to student athletes and coaches.

The Trainer will inspect and take an inventory of all team medical kits prior to the beginning of each season.

The Trainer will provide for coordination of communication between injured athletes, coaching staff, team or family physicians and the parent(s)/guardian(s).

The Trainer will serve as a speaker for educational programs in the School.

In the event that the Contractor must substitute an equally qualified Certified Athletic Trainer, the Athletic Director will be notified prior to any substitution. If for any reason a Certified Athletic Trainer needs to be absent, the Contractor shall provide a suitable replacement for that coverage time.

The Trainer shall be familiar with concussion management techniques and concussion/impact testing requirements, and shall perform testing for baseline data relative to said requirements on freshmen and juniors.

3. ATTENDANCE SCHEDULE

I. ATHLETIC TRAINING ROOM COVERAGE

A. Coverage Requirements

1. Contractor's employee shall provide coverage for the Athletic Training room at a maximum of six (6) days/week during the schools athletic season starting August 23, 2010 and continuing to June 13, 2011.
2. Contractor shall not be required to provide Athletic Training room coverage when Contractor is required to attend an event outlined below.
3. Sport coverage will be prioritized each season based on risk & hours available, to be determined by the Athletic Director and the Trainer.

II. EVENT COVERAGE

A. Fall Preseason Sports Coverage

1. Approximate Dates: August 23 to August 27 and for each year the Agreement remains in effect.
2. Locations: Bristol Central & Bristol Eastern High Schools.

B. Fall Sports Home Coverage

1. Football - (Home & Away Varsity Football Games), JV & Fresh Football, Soccer, Field Hockey, Cross Country, Cheerleading, Volleyball and/or any other sports played during this season.

C. Winter Sports Home Coverage

1. Wrestling, Basketball, Cheerleading, Indoor Track and/or any other sports played during this season.

D. Spring Sports Home Coverage

1. Lacrosse, Baseball, Softball, Track and Field, and/or any other sports played during this season the ATC will be on call.
2. Spring football coverage will be provided. Schedules should be shared by mid May to insure coverage.

E. Tournament Coverage

1. Provide coverage for all home tournaments for Bristol Central & Bristol Eastern High Schools Athletic Teams.
2. Coverage for teams other than Bristol schools and tournaments/jamborees with multiple teams is considered above and beyond and will be billed for if coverage is requested.

F. Serve as Head Athletic Trainer

1. As Head Athletic Trainer, the Athletic Trainer and Athletic Director will determine coverage of games, practices seasonally based on injury rate, time, location & number of contracted hours.

4. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

| | |
|-----------------------------|-----------------|
| Date of RFP Issuance | July 15, 2010 |
| Submittals Due | August 3, 2010 |
| Begin provision of services | August 23, 2010 |

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, August 3, 2010**. Proposals received after that time will not be considered. Proposals may be withdrawn 90 days after opening if no award has been made.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and three (3) copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project and its approach to the work.
 2. A detailed work program for project.
 3. The firm's quality control program for key operating activities.
 4. A list of personnel who will be assigned to the project, including resumes for staff expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 5. The location of the operating facility.
 6. A summary of your firm and references as outlined in Section II.3 of this document.
- c. A fee schedule for the services. Please note that evaluation and subsequent award of a resultant contract is based on qualifications and not solely based on fee schedule; however, the cost for your firm's services is one of the key criteria outlined in this document.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-013 Athletic Training Services".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- 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?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The implementation team relevant to this work, including key personnel.

B. Client Base

Provide specific reference information for three municipal clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the work represents a project of similar scope.

4. 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 document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

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 City of Bristol 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 Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the firm and its assigned personnel.
- b. The firm's understanding of and approach to the work.
- c. The firm's knowledge of contract requirements.
- d. The quality control programs in use by the firm relative to the work described.
- e. The quality of the proposed work efforts.
- f. Clarity, organization, and effective presentation of submittal.
- g. Review of references listed.
- h. Competitiveness of the proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is based on qualifications and not exclusively based on fee schedule; however, the cost for your firm's services is a key factor in the evaluation process.

III. CONTRACT CONSIDERATIONS

1. 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.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Worker's Compensation as defined in the Connecticut General Statutes.
- Professional liability in an amount not less than \$500,000 per claim and \$1,000,000.00 aggregate.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this work, the awarded firm shall maintain coverage for a reasonable period after the date of completion of the work as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. TERMINATION PROVISIONS

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

6. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

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 City of Bristol 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 there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**2P11-013
Athletic Training Services**

Due Date: 11:00 am, August 3, 2010

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

| | | |
|--|-----------|----------|
| Athletic Training Services for School Year | 2010-2011 | \$ _____ |
| | 2011-2012 | \$ _____ |
| | 2012-2013 | \$ _____ |

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission 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 |

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-013
Athletic Training Services**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: July 20, 2010

Date documents received: ____/____/____

Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- 1. The proposal has been signed by a duly authorized representative of the company.
- 2. Any fee schedule you have offered has been reviewed and verified.
- 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- 5. Any addenda to this document have been acknowledged and included.
- 6. The envelope has been addressed to:
City of Bristol Purchasing Department
2P11-013 Athletic Training Services
111 North Main Street
Bristol, CT 06010
- 7. The envelope has been clearly marked with the proposal number and opening date.
- 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

| | | | |
|--|----------------|--------------|------|
| Company Name Street Address City State Zip | Contact Person | Phone Number | Date |
|--|----------------|--------------|------|

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

| JOB CATEGORY | A. OVERALL TOTALS (sum of all columns, B-F Male & Female) | B. WHITE (not of Hispanic origin) | | C. BLACK (not of Hispanic origin) | | D. HISPANIC | | E. ASIAN/PACIFIC ISLANDER | | F. AMERICAN INDIAN OR ALASKAN NATIVE | |
|---------------------------|---|--------------------------------------|--------|--------------------------------------|--------|-------------|--------|---------------------------|--------|--------------------------------------|--------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Officers/Managers | | | | | | | | | | | |
| Professionals | | | | | | | | | | | |
| Technicians | | | | | | | | | | | |
| Sales Workers | | | | | | | | | | | |
| Office/Clerical | | | | | | | | | | | |
| Craft Workers (skilled) | | | | | | | | | | | |
| Operatives (semi-skilled) | | | | | | | | | | | |
| Laborers (unskilled) | | | | | | | | | | | |
| Service workers | | | | | | | | | | | |
| TOTALS ABOVE | | | | | | | | | | | |

| | |
|---|----------|
| Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain: |
| If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain: |
| Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain: |
| Describe your recruitment, hiring, training and promotion anti-discrimination practices. | |