

LEBANON BOARD OF EDUCATION, CONNECTICUT
REQUEST FOR PROPOSALS FOR ATHLETIC TRAINING SERVICES

April 16, 2024

The Lebanon Board of Education invites sealed proposals for Athletic Training Services until May 13, 2024, at 1:00 pm. At that time proposals will be opened in public and read aloud at Lebanon Public Schools Central Office. Please send all completed proposals to Andrew Gonzalez, Superintendent of Lebanon Public Schools at 891 Exeter Rd. Lebanon, CT. 06249.

The documents comprising the Request for Proposals may be obtained on the Lebanon Board of Education website, www.lebanonct.org, under RFP.

The Lebanon Board of Education reserves the right to amend or terminate this request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the contract to the lowest proposal that meets the criteria outlined in the RFP and is in the best interests of the Lebanon Board of Education

EXHIBIT A TO THE CONTRACT

SCOPE OF SERVICES

- 1) The Contractor will provide a certified athletic trainer. The certified athletic trainer shall meet the qualifications of and be a licensed Certified Athletic Trainer (ATC) by the State of Connecticut. Said trainer will be available at Lyman Memorial High School on a regularly scheduled basis. Said trainer will be available for onsite athletic training coverage of Client's sports practices and games. The number of hours per week will be at the discretion of the Athletic Director and will not exceed 800 hours per contract year. Some services may be provided at locations other than Lyman Memorial High School.
- 2) The Contractor will provide services that will include evaluation and treatment of athletic injuries, application of first aid, follow Lyman Memorial and Connecticut state concussion protocols and return to play protocols and make recommendations for exercise or physical measures for injuries.
- 3) The certified athletic trainer will be responsible for the athletic training room while in attendance there. This includes, but is not limited to, keeping the area clean, organized, maintaining a system for seeing and treating athletes and reporting equipment needs to the Athletic Director. The certified athletic trainer will also advise the Athletic Director on inventory status, requisitioning of supplies, and facility management.
- 4) The certified athletic trainer will keep accurate records of all athletic injuries that are reported and all rehabilitation procedures. The certified athletic trainer shall comply with all Board policies regarding confidentiality of information and records.
- 5) The certified athletic trainer will develop and distribute emergency procedures and emergency phone numbers.
- 6) The certified athletic trainer will inspect and take inventory of all team medical kits prior to the beginning of each season.
- 7) The certified athletic trainer will provide for coordination of communication between injured athletes, coaching staff, team or family physicians and parent/guardian.
- 8) The certified athletic trainer will be immediately responsible to the Athletic Director.
- 9) The Contractor or certified athletic trainer will provide first aid, CPR and AED training to coaches, this service will not exceed (10) hours each year of the contract, if necessary.
- 10) The Contractor will make available Summer Strength and Conditioning Camps on a fee-for-service basis paid for by the individual athletes conducted by NSCA- Certified Strength and Conditioning Specialists, if necessary.
- 11) Lebanon Board of Education shall provide the following equipment for Contactor's use when performing the Services: Equipment to include any and all items necessary to provide Athletic training services including, but not limited to, athletic training room, AED, medical supplies, bandages, athletic tape, gloves, braces, ice, etc. The Contractor will be allowed access to the above locations through the Client's normal channels i.e.; identification badge, key, etc.

- 12) The certified trainer will provide practice coverage for the following:
- A). Fall preseason sports coverage at Lyman Memorial High School beginning two (2) Mondays before Labor Day.
 - B). Fall sports coverage including football, soccer, cross country, and volleyball.
 - C). Winter sports coverage including basketball, ice hockey, wrestling, and indoor track.
 - D). Spring sports coverage including baseball, softball, golf, outdoor track, and tennis.
 - E). Coverage will end one week after the last Spring Contest.
 - F). Please see the chart on the next page for game coverage expectations.

Game Coverage

Yes/No	Sports	Varsity	JV
N	Football Boys/Girls (co-op)	X	X
Y	Soccer Boys	X	X
Y	Soccer Girls	X	X
Y	Cross Country Boys/Girls	X	X
Y	Volleyball Girls	X	X
Y	Basketball Boys	X	X
Y	Basketball Girls	X	X
Y	Wrestling Boys/Girls (co-op)	X	X
N	Indoor Track Boys/Girls	X	X
Y (1 home game)	Ice Hockey Boys/Girls(co-op)	X	X
Y	Softball	X	X
Y	Baseball	X	X
N	Golf	X	
Y	Tennis Boys	X	X
Y	Tennis Girls	X	X
Y	Track Boys/Girls	X	X
Y	Post Season Practices/Events	X	

Coverage will be re-evaluated should any additional sports be added at Lyman Memorial High School.

PRICE SCHEDULE

(Contractor's Proposal Form)

EXHIBIT C TO THE CONTRACT
EXECUTED PROPOSAL DOCUMENTS

EXHIBIT D

PROPOSAL FORM

The undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Athletic Trainer Services, hereby proposes and agrees to fully perform the Athletic Trainer Services within the time stated and in strict accordance with the Proposal Documents and the "Contract for Athletic Trainer Services," for the following sum of money:

Year 1-August 1, 2024- June 30,2025	Annual \$ _____
Year 2- August 1, 2025- June 30,2026	Annual \$ _____
Year 3- August 1, 2026- June 30,2027	Annual \$ _____

*Note: The above annual price shall be divided by ten (10) and paid by the Board in ten (10) monthly installments for September through June of each year.

In submitting this proposal, it is understood that the right is reserved by the Owner to waive any informalities in, or to reject any and all bids.

The undersigned bidder further agrees, if awarded the contract on this proposal (bid), to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Board, and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Lebanon Board of Education, or any employee of the Lebanon Board of Education, and is unaware of any direct, personal pecuniary interest of any employee of the Lebanon of Education in the outcome of this bid.

Name of Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Federal I.D. Number: _____

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____