



Campbell County Board of Education
101 Orchard Lane, Alexandria, Kentucky 41001

REQUEST FOR PROPOSAL
SPORTS MEDICINE AND ATHLETIC TRAINING SERVICES

Proposal Deadline: May 3, 2021
1:00 PM local time
Campbell County Board of Education
101 Orchard Lane
Alexandria, Kentucky 41001

Purchasing Contact: Tracey Jolly, Purchasing Agent
Phone: 859-635-2173
Fax: 859-448-2428
Email: Tracey.Jolly@Campbell.kyschools.us
*Reference proposal title in subject line of all emails

PROPOSAL DESCRIPTION:

The Board of Education of Campbell County, Kentucky (herein after called the Board of Education) will receive sealed proposals for Sports Medicine and Athletic Training Services for Campbell County Schools. The successful Sports Medicine and Athletic Training Services provider will be contracted for a period of five (5) years starting July 1, 2021 - June 30, 2026.

You are invited to submit a sealed proposal, subject to the specification, terms and conditions of this solicitation. Please read the instructions and specifications carefully. Failure to comply with these instructions and specifications will disqualify your proposal.

Copies of this solicitation and any issued Addenda may be obtained in the Campbell County District Office, at 101 Orchard Lane, Alexandria, Kentucky, during normal business hours, Monday through Friday, or on the Campbell County School website (www.campbellcountyschools.org) under Public Notices, prior to the time and date specified for proposal deadline.

All proposals must be received by 1:00 p.m., local time, Monday, May 3, 2021, and none will be considered thereafter. Proposals received after the 1:00 p.m. deadline will automatically prevent the reading of your proposal and will be returned unopened. We do not accept fax or electronic proposals. The Board of Education cannot assume the responsibility for any delay as a result of failure of the mails to deliver proposals on time.

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the Board of Education in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the Board of Education.

All materials submitted in response to this request become the property of the Board of Education. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the Board of Education and not returned to Proposers.

The work to be performed under this Request for Proposal (RFP) shall include the furnishing of all labor and supervision necessary for Sports Medicine and Athletic Training Services in facilities operated by the Campbell County School District (District).

These specifications include:

- | | |
|-------------------------|-----------------------------------------|
| A. General requirements | I. Non-Discrimination |
| B. Scope of Work | J. Proposal Form |
| C. Type of Service | K. Attachment A – Company information |
| D. Event Coverage | L. Attachment B – Contact information |
| E. Experience | M. Attachment C – Reference information |
| F. Service Meeting | N. Attachment D – Conflict of Interest |
| G. Insurance | |
| H. Method of Award | |

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this request for proposal and the Model Procurement Regulations, the Regulations shall control.

The Board of Education reserves the right to determine the ability of any Contractor to perform the work, and any Contractor shall, upon request, furnish such information as may be necessary to determine ability, including a performance bond, if requested.

The Contractor is required to thoroughly examine the RFP requirements and the work contemplated, and it will be assumed that the Contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the RFP, the Contractor shall examine the scope of work and visit the sites to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to the services. By submitting a proposal, the Contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

Please read through the entire set of specifications before filling in any information. If you have questions relating to the required information or you need clarification of this specification, please contact:

<p style="text-align: center;">Mark G. Krummen, Assistant Superintendent of Operations (859) 635-2173 Mark.Krummen@campbell.kyschools.us</p>

A. GENERAL REQUIREMENTS

- a. All services shall comply in every respect with all laws, regulations, and license requirements (Local, State or National).
- b. The contractor shall obtain and pay for all permits, licenses, etc., as may be necessary or required for the services.
- c. All area will be left in a clean safe and workable condition.
- d. If there are any questions regarding the services that are to be done, it will be the responsibility of the contractor to contact the designated District representative and request clarifications.
- e. All services are to be first class quality.
- f. The District reserves the right to terminate the contract with a 30-day written notice.
- g. By executing this contract, the contractor represents that he has familiarized himself with the local conditions under which the services are to be performed.
- h. All contracts/ agreements shall be construed and interpreted, and its validity shall be determined in accordance with laws of the Commonwealth of Kentucky, without regard to its conflicts of laws provisions.

B. SCOPE OF WORK

Contractor shall supply NATA Certified Athletic Trainers employed or retained by the Contractor or an affiliated or subsidiary thereof to provide services to the school district at times, dates, and locations as outlined in the Event Coverage.

Contractor shall provide the district with a primary medical director to oversee the medical program specifically for high school sports programs in partnership with any athletic trainers assigned by the Contractor. The medical director will be a physician in good standing with the Contractor and actively credentialed at local area hospitals and licensed in the State of Kentucky. The medical director, or designee, will attend each home and away varsity football game at Campbell County High School as outlined in the KHSAA Competition Rules Governing Football.

C. TYPES OF SERVICE

- a. Contractor will provide staff able to perform work at the highest standards of excellence. The District reserves the right to demand the replacement of Contractor's staff who do not meet the District's standards for safety, professionalism, or medical knowledge.
- b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key personnel.
- c. Attend practices and events as requested.
- d. Contractor shall maintain a log of activities performed and provide a written copy upon request.
- e. Establish a schedule for total and athletic training room coverage by working with the Athletic Director. Contractor will review proposed schedules with the Athletic Director and adjust as necessary to avoid conflicts.
 - a. Total coverage is defined as forty (40) hours per week for full-time and twenty-five (25) hours per week for part-time, up to six (6) days per week for practice and event coverage.
 - b. Athletic training room coverage is defined as a maximum of six (6) days per week, starting at the end of the school day until 6:00 PM unless an event that requires coverage is taking place.

D. EVENT COVERAGE (to include pre-season & post-season)

- a. Fall Sports – all home and away varsity football games, all home events for soccer, cross country, golf, volleyball, cheerleading, and/ or other sports played during this season.
- b. Winter Sports – all home events for wrestling, basketball, swimming, cheerleading, bowling, and/or other sports played during this season.
- c. Spring Sports – all home events for baseball, softball, tennis, track & field, and/ or other sports played during this season.
- d. Middle School – all home football, volleyball, basketball, wrestling, and track & field.

F. EXPERIENCE

Under the terms of this contract the prospective Contractor must meet the following experience requirements:

- a. The contractor must currently be in the business of providing services of this type.
- b. The Contractor must have a minimum of 10 years' experience of providing this type of service.
- c. The Contractor shall provide the District with three professional references with contact information from existing/prior clients.
- d. Employees supplied by the Contractor must successfully pass criminal background checks under the District's policy.
- e. Employees supplied by the Contractor must abide to all District policies, procedures, and safety guidelines.

F. SERVICE MEETING

Under the terms of this contract it will be required that a representative from the Contractor meet with District officials after the contract has been signed and approved to discuss procedures for service, the terms of the contract and any other questions either party may have. This will be considered an introductory meeting.

G. INSURANCE

The Contractor shall furnish and keep in force for the life of this contract the following insurance coverage:

- a. All insurance must be maintained at the Contractor's expense.
- b. Workers' Compensation coverage and Kentucky unemployment insurance (per Kentucky law).
- c. Contractor's General Liability insurance must be maintained at the Contractor's expense in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; including naming the Campbell County Board of Education as additional insured.
- d. Automobile Liability Coverage, including coverage for owned, hired or borrowed auto: \$1,000,000
- e. Umbrella or Excess Liability coverage following form of underlying General and Automobile Liability coverage: \$1,000,000 (Note: existence of umbrella coverage may serve to satisfy underlying limits for Automobile and General Liability.)
- f. All of the above-mentioned policies will include a provision that the District will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
- g. In addition, it is understood and agreed that the District will not be held responsible for damage to provider's equipment or vehicle regardless of cause.

All required insurance shall be certified by a duly authorized representative of the insurer(s). Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued no less than 30 days prior to expiration of a policy period, must be submitted with the proposal and on file with District prior to commencement of an Agreement.

To the extent allowed by Kentucky law, the Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the District and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the District or for which the District may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor under this Agreement.

H. METHOD OF AWARD, BEST QUALIFIED PROPOSER

All proposers must have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility. Proposals will be evaluated based on the experience and competence of the Contractor and on the basis of the totals of the quantities listed in the proposal under the enumerated items, at the unit prices or lump sums for these items. The contract will be awarded to the best responsible and eligible proposer. However, the Board of Education may reject any or all proposals if it is in the public interest to do so. The term "best responsible and eligible proposal" shall mean the contractor whose proposal is the best of those possessing the skill, ability and integrity necessary for the faithful performance of the work. KRS 45A.494 and KRS 45A.490 shall apply to all contracts awarded.

The Board of Education reserves the right to reject any and all proposals and to cancel the RFP at any time it deems to be in the best interest of the district.

Evaluations will be made for each qualified Contractor. The Board of Education meetings are normally held on the third Monday of each month. Contractors are requested not to call for an evaluation of the RFP.

Any RFP received after the scheduled time of opening will be returned unopened to the Contractor.

No RFP documents can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of the Contractors in making up their proposal. Any proposals received unsigned shall be rejected.

All regular proposals must be submitted in accordance with specifications on the proposal form supplied with this invitation. The submission of a proposal on the proposal form certifies that the product meets any and all specifications, except as noted on such form.

I. NON-DISCRIMINATION

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor shall not discriminate against any employee, applicant, or subcontractor

because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Contractor shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, or political opinion or affiliation. Such action shall include, although is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause.

- (2) The Contractor shall in all solicitations and/or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
- (3) The Contractor shall cause any subcontractor engaged to perform any services required by this contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

To be considered proposals must contain at a minimum of:

- a. Proposal Form
- b. Cover Sheet
- c. Attachment A – Company information
- d. Attachment B – Contact information
- e. Attachment C – Reference information
- f. Attachment D – Conflict of Interest

Proposals will be reviewed by:

- a. Superintendent
- b. Assistant Superintendent of Operations
- c. Director of Finance
- d. Director of Building and Grounds

Proposals will be approved by the Campbell County Board of Education.

The Contractor must submit response to the RFP no later than 1:00 p.m., local time, Monday, May 3, 2021. The RFP response must be sealed, labeled “Proposals for Sports Medicine and Athletic Training Services”, and submitted to the following address: Campbell County School District Sports Medicine and Athletic Training Services Proposal – Finance Department 101 Orchard Lane Alexandria, KY 41001

Faxed or emailed proposals will not be accepted by the District. Proposals received after the designated time will not be accepted. **The District is not responsible for courier or package delivery services.**

All “Proposal Forms” provided with this “Request for Proposal” must be submitted.

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the proposal. Corrections made with correction tape or fluid are to be initialed. All blanks and information requests are to be completed on the proposal form in order to qualify your proposal. Do not proposal any special groupings other than those listed herein.

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS

Any employee or any official of the Board of Education of Campbell County, Kentucky, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the Board of Education of Campbell County, Kentucky shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both, so fined and imprisoned at the discretion of the jury.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement, or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the Board of Education of Campbell County, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a felony and shall be punished by a fine not to exceed five thousand dollars (\$5000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned at the discretion of the jury.

NOTE: It is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a \$5000.00 fine or one-year imprisonment or both upon conviction.

PROPOSAL FORM for Sports Medicine and Athletic Training Services

The Board of Education reserves the right to accept any proposals, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection or waiver is in its best interest. The Board of Education also reserves the right to reject any proposal where evidence or information submitted by the Contractor does not provide satisfactory proof that the Contractor is qualified to carry out the details of the agreement.

School	Location	Base Bid for Services
Campbell County High School Campus	909 Camel Crossing Alexandria, KY 41001	
Campbell County Middle School Campus	8000 Alexandria Pike Alexandria, KY 41001	

PLEASE ATTACH DRAFT CONTRACT AGREEMENT PROPOSALS FOR PHYSICIAN AND/ OR
ATHLETIC TRAINING SERVICES

THE SPECIFICATIONS WITHIN THE REQUEST FOR PROPOSAL ARE MINIMUM REQUIREMENTS SET
FORTH BY THE DISTRICT. DRAFT CONTRACT AGREEMENT PROPOSALS MAY INCLUDE
ADDITIONAL INFORMATION INCLUDING, BUT NOT LIMITED TO, MARKETING, SPONSORSHIP,
EDUCATIONAL OPPORTUNITES, PROFESSIONAL TRAINING, ADDITIONAL SERVICES, ETC. THAT
WOULD BE AVAILABLE TO THE DISTRICT UNDER THE TERMS OF THE CONTRACT AGREEMENT.

To: Campbell County Board of Education
101 Orchard Lane
Alexandria, Kentucky 41001

In signing this Proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this Proposal has been independently arrived at without collusion with any other contractor, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening to any other contractor or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposal, hereby agrees with all the terms, conditions, and specifications required by in this Request for Proposal, Proposal Form and Attachment A through D, and declares that the attached Proposal and pricing are in conformity therewith.

_____		_____
Name		Title
_____		_____
Signature of Authorized Representative		Company

Address: (Street, District, State, Zip Code)		
_____		_____
Telephone	Fax	E-mail

Date		

(SEAL)

ATTEST:

Name:

Title:

ATTACHMENT A - COMPANY INFORMATION

1. List exact name of firm _____
2. How many years has your firm been in business under its present business and business organization structure? _____ years
3. If your firm has been in business under its current name less than three years, what was the previous name of the firm? _____
4. How many years has your firm been regularly and actively engaged in Sports Medicine and Athletic Training business, performing the type of work described in paragraph B of the specification "Scope of Work"? _____ years
5. How many people are employed by your firm?
_____ Full-time _____ Part-time

6. Discuss experience providing Sports Medicine and Athletic Training Services to schools. Provide company values and qualities that distinguish services from competitors.

Attach Response to Attachment A – Company Information

7. Are there any specifications listed in the RFP that you are unable to provide? Yes No

If yes, please explain:

8. Proposal shall include a DRAFT CONTRACT AGREEMENT PROPOSALS FOR PHYSICIAN AND/ OR ATHLETIC TRAINING SERVICES that outline the services that will be provided to the District.

ATTACHMENT B – CONTACT INFORMATION

For service calls Monday thru Friday, between 7:00 A.M. and 5:00 P.M., exclusive of holidays, the contact person will be:

Primary Contact: _____
Title: _____
Office Telephone #(s): _____
Cell Telephone #(s): _____

Secondary Contract: _____
Title: _____
Office Telephone #(s): _____
Cell Telephone #(s): _____

REQUIRED AFTER HOURS/SATURDAY/SUNDAY/HOLIDAY CALLS

For emergency calls Monday thru Friday, between 5:00 P.M. and 7:00 A.M. and Saturday, Sunday and legal Holidays, the contact person(s) will be:

Primary Contact: _____
Title: _____
Office Telephone #(s): _____
Cell Telephone #(s): _____

Secondary Contract: _____
Title: _____
Office Telephone #(s): _____
Cell Telephone #(s): _____

ATTACHMENT C – COMPANY REFERENCES

Indicate below at least three (3) references that will serve to illustrate the ability of your firm to act as the primary contractor for the contract and who conforms to the requirements for this specification.

Company Name: _____
Contact Person: _____
Telephone #: _____
Address: _____
District, State, Zip: _____
Type of Work Performed: _____

Company Name: _____
Contact Person: _____
Telephone #: _____
Address: _____
District, State, Zip: _____
Type of Work Performed: _____

Company Name: _____
Contact Person: _____
Telephone #: _____
Address: _____
District, State, Zip: _____
Type of Work Performed: _____

ATTACHMENT D – CONFLICT OF INTEREST DISCLOSURE

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

- a. He, or any member of his immediate family, has a financial interest herein: or
- b. a business or organization which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner or employee, is a party; or
- c. any other person, business, or organization with whom he or any member of his immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of a specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory District.

It is a violation of Kentucky Law for any board member or employee with procurement authority, or a member of their immediate family, to have a pecuniary interest either directly or indirectly in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system.

I, hereby, certify that no member of my immediate family is an employee with procurement authority or board member of the Campbell County Board of Education.

Signature

Date

**References: KRS 156.480
OAG 80-32
Model Procurement Code 45A.455**

**Campbell County Board of Education
101 Orchard Lane, Alexandria, Kentucky 41001**

“PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS”

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF CAMPBELL COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, WHO SHALL TAKE, RECEIVE, OR OFFER TO TAKE OR RECEIVE, EITHER DIRECTLY OR INDIRECTLY, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY, OR OTHER THINGS OF VALUE, AS AN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, FOR OR TO, OR FROM, ANY PERSON, PARTNERSHIP, FIRM OR CORPORATION, OFFERING, BIDDING FOR, OR IN OPEN MARKET SEEKING TO MAKE SALES TO THE BOARD OF EDUCATION OF CAMPBELL COUNTY, KENTUCKY, SHALL BE DEEMED GUILTY OF A FELONY AND UPON CONVICTION SUCH PERSON OR PERSONS SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NO MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

EVERY PERSON, FIRM, OR CORPORATION TO MAKE, OR PAY, OR GIVE, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY OR ANY OTHER THING OF VALUE, AS AN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, TO ANY EMPLOYEE OR TO ANY OFFICIAL OF THE BOARD OF EDUCATION OF CAMPBELL COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, IN HIS EFFORTS TO BID FOR, OR OFFER FOR SALE, OR TO SEEK IN THE OPEN MARKET, SHALL BE DEEMED GUILTY OF A FELONY AND SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

NOTE: IT IS A MISDEMEANOR NOT TO HAVE THIS PROHIBITION ON EVERY SOLICITATION OR CONTRACT DOCUMENT. THE PENALTY IS A \$5,000 FINE OR ONE (1) YEAR IMPRISONMENT OR BOTH ON CONVICTION.

**I, hereby, certify that I have read and understand the above
“Prohibition against Conflicts of Interest, Gratuities and Kickbacks.”**

Signature

Date