

Bourbon County Board of Education  
REQUEST FOR PROPOSALS  
For  
Certified Athletic Trainer (CAT)

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**I. ANNOUNCEMENT Date:**

February 14, 2020

A. The Bourbon County Board of Education (Board) will receive proposals from qualified entities to provide certified athletic trainer (CAT) services for Bourbon County High School who will provide coverage of athletic practices and home competition events.

B. Copies of the Request for Proposals may be obtained in the Business Office at:

**Bourbon County Board of Education  
3343 Lexington Road  
Paris, KY 40361**

C. Proposals will be received until **2:00 PM on March 6, 2020.**

Proposals received after this date will not be accepted.

D. This Request for Proposals is for the period through June 30, 2021.

E. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Certified Athletic Trainer.

F. The evaluation and recommendation for approval will be based on the proposals as submitted, contractor's relevant experience, references and cost of service.

G. NON-DISCRIMINATION – The Bourbon County Public School System does not discriminate on the basis of race, color, national origin, age, religion, creed, marital status, sex or handicap in employment, educational programs or activities as set forth in Title IX, Title VI and Section 504.

H. CONFLICTS OF INTEREST – KRS 45A.455 prohibits conflicts of interest, gratuities or kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees that are designed to secure a public contract for supplies or services.

Questions concerning Request for Proposals or the project should be addressed to:

**Wendy Mahanna  
Athletic Director  
Bourbon County Board of Education  
3343 Lexington Road  
Paris, KY 40361**

## **II. INSTRUCTIONS TO PROPOSERS:**

### **A. Preparation of Proposals:**

1. The proposer is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a forward, straight, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the proposal, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by proposer in preparing or presenting proposals.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

### **B. Submission of Proposal:**

Proposals shall be addressed to:

**Wendy Mahanna  
Athletic Director  
Bourbon County Board of Education  
3343 Lexington Road  
Paris, KY 40361**

### **C. Number of Copies:**

The proposer shall furnish five (5) copies of the proposal.

### **D. Form of Agreement:**

This signed proposal shall be effective upon approval by the Scott County Board of Education and shall be effective through June 30, 2021.

## **III. PROVIDER EXPECTATIONS:**

**The Provider (CAT) shall fulfil the following obligations:**

- a. Coordinate, organize, and supervise the sports medicine program for Bourbon County High School
- b. Provide practice coverage for BCHS, evaluation and treatment of injuries, documentation and injury prevention education during the week starting at 2:30 until the end of regularly scheduled practice time. In addition to practice, the CAT will provide service at all Varsity home sporting events. Post season and in-season tournament coverage will be communicated by the Athletic Director to the CAT.
- c. Operate on-campus training room
- d. Facilitate preventative medical training related to sport injury and rehabilitation
- e. Communicate with coaches and AD, physicians, players, and parents about the management of sports injuries.

- f. Oversee the purchase, inventory and disbursement of medical supplies with the athletic director
- g. Maintain accurate medical records and reports on all athletes
- h. Coordinate treatment and rehabilitation services for injured athlete with affiliated physicians if family uses doctor from this RFP for follow ups
- i. Establish and implement when necessary an Emergency Action Plan for each sport and venue, with input from Certified Athletic Director. This EAP must include procedures for severe weather (heat index and lightning).
- j. Allow and encourage a student-trainer mentor program for BCHS students who are interested in the CAT field. Certified Athletic Trainer and AD/principal will agree upon details of the program.
- k. At the request of the Athletic Director, attend coaches meetings/trainings that cover injury prevention, EAP, strength and conditioning, injury and injury paperwork protocols.
- l. Assist in coordination of physical examinations of middle and high school students at an agreed upon fee.
- m. Awarded firm must provide a 24 hour on call access number to share with AD, Coaches, and Administration.
- n. On-site performance of baseline concussion test for all contact sports (baseball, basketball, football, soccer, softball, volleyball and wrestling).
- o. Assist athletes with emergency medication.
- p. Ability to quickly arrange X-ray, MRI, or other medical tests for student athletes.
- q. Adhere to all KHSAA guidelines and all Bourbon County Schools policies and procedures.
- r. The Board/BCHS shall fulfill the following obligations:
  - a. Provide a room appropriate for use to provide athletic training services called for by this CONTRACT;
  - b. Provide reasonably necessary athletic training supplies as identified by CAT but subject to negotiation with the athletic director for the BCHS and consultation as necessary with the superintendent of the Bourbon County Schools;
  - c. Coaching staff expectations for the year will be communicated in writing to the CAT;
  - d. Written plan of action/protocols for athletic emergencies/injuries to be developed in conjunction with the CAT; and
  - e. A comprehensive schedule of athletic events, illustrating areas that need CAT coverage.

S. CAT will follow all HIPAA guidelines in regard to treatment of student athletes, their medical record and all information regarding their care. Only authorized PT employees will have access to this documentation.

T. Maintain a professional and ethical working relationship with all stakeholders.

Estimated Number of Home Events by Sport	
Baseball	25
Boys Basketball	20
Girls Basketball	20
Cross Country	2
Football	7
Boys Soccer	12
Girls Soccer	12
Softball	20
Track and Field	2
Volleyball	12
Wrestling	1

#### **IV. Contractors Insurance**

The contractor will provide the Bourbon County Board of Education a certificate of Insurance covering:

A. Workers' Compensation as required by the State Workers' Compensation statutes of Kentucky

B. General and Professional Liability Insurance with a minimum limit of \$1,000,000 each claim or each wrongful act, for the same effective dates as the contract. The policy shall contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

Certificates of Insurance shall be delivered prior to the commencement of work and shall identify this contract naming the Bourbon County Board of Education as additional insured for liability coverage.

#### **Indemnification**

Contractor agrees to defend, indemnify, and save harmless the Bourbon County Board of Education and its Board, officers, agents, and employees, each severally and separately, against any and all liabilities, demands, claims, damages, losses, costs, and expenses of whatsoever kind or nature arising out of the resulting from, or which would not have occurred or existed but for the negligence of the Contractor, its employees, or agents.

#### **V. PROPOSER'S RESPONSE** *(please attach)*

A. Entity Identification: Please provide the following information about your institution:

Name

Address

City, State ZIP

Telephone Number

FAX Number

Designated Contact

No. of years firm has been in business

Location of any branch offices

Completed price proposal form (attached)

**VI. EXPERIENCE**

List relevant experience with such accounts as this proposed one:

**VII. REFERENCES** (*prefer Kentucky Public School Districts*)

List not more than ten (10) client references. (*Name, Address, Contact and Contact's Phone Number*)

**VIII. SUMMARY STATEMENT**

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best suited for this project.

7 *Include this page with proposal*

**IX. PRICE PROPOSAL FORM**

PROPOSED FEE \_\_\_\_\_

The Board reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Board. Any such waiver shall not modify any remaining RFP requirements or excuse the successful Contractor from full compliance with the RFP specifications and other contract requirements.

In order to complete the evaluation process faster, list the name, address, phone number, fax, and email address of the person capable of answering any questions that may arise during the evaluation process.

*(Please Print or Type)*

Company Name:

Attention:

Address:

City/ST/Zip:

Phone:

Fax:

Email:

I hereby submit this proposal on behalf of:

Name:

Title:

Signature:

Date: