

**ANDERSON COUNTY BOARD OF EDUCATION
1160 BYPASS NORTH
LAWRENCEBURG, KY 40342**

–REQUEST FOR PROPOSAL–

Reference Number: **ATHTRAIN-2025**

Title: **Athletic Trainer**

Date information released: April 18, 2024

Closing time of proposals: May 20, 2024 10:00am

General Conditions and Specifications

- 1. CONTACTS**– Information pertaining to any item or condition in this invitation must be obtained by communicating with Josh White, Chief Finance Officer, or Jesse Currens, Athletic Director, at the address shown above or by telephone at 502-839-3406.
- 2. DURATION OF AGREEMENT**– The intent of this invitation is to receive proposals from any qualified entities to provide certified athletic trainer services (“trainer”) for the Anderson County Board of Education (“Board”). The duration of the agreement shall be from **July 1, 2024 to June 30, 2025. If agreed upon by both parties, this agreement may renew for up to 4 one year periods thereafter, subject to approval by the Anderson County Board of education.**
- 3. ACCEPTABLE PROVIDERS**– The board hereby limits the providers to those able to provide certified athletic trainers during the times set forth in the General Conditions and Specifications as well as the proposal document. The provider will be the exclusive provider of athletic training and rehabilitation services to the school district during the term of this agreement. In the event multiple providers combine to submit a proposal, the board may elect more than one “exclusive” provider.
- 4. PROPOSAL FORM**– Any provider that submits a proposal shall submit the attached “Official Proposal Form.” No proposal will be considered unless the Official Proposal Form has been completed, signed, and submitted. The provider shall not add any additional information other than that which is required in the proposal form. Any exceptions taken to the general terms and specifications of the 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.
- 5. PROPOSAL SUBMITTAL**– The original, completed copy of this proposal is to be received no later than the closing time indicated above. The proposal may be hand delivered on the date of the opening, provided it is presented no later than the closing time indicated above. Proposals should be addressed to:

Josh White, CFO

RE: Athletic Trainer 2025

Anderson County Board of Education

1160 Bypass North

Lawrenceburg, KY 40342

- 6. PROPOSAL OPENING**— A representative of the provider may be present at the opening of proposals on the date, time, and location stated above, although this is not required. The Board reserves the right to negotiate any or all of the terms of submitted proposals from the providers.
- 7. PROPOSAL EVALUATION**— Proposals will be evaluated on multiple factors. Factors will include: relevant experience, references, cost of services, and prior involvement in or support of school functions and initiatives. Other considerations may include: any existing relationship between the Board and the provider and optional services. Any provider that cannot fulfill the list of required services will be eliminated from consideration. The evaluation process will not be completed on the date proposals are opened and there is no set period by which the evaluation process must be completed. All proposals must be honored at least 60 days after the closing time stated above.
- 8. SIGNATURE**— An officer or member of the proposed provider, authorized to legally bind the provider, must sign the Official Proposal Form.
- 9. PROPOSAL ISSUES**— The Board reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to be in its best interest.
- 10. PROVIDER EXPECTATIONS**— The provider/trainer shall fulfill the following obligations:
 - a. Provide and employ one certified athletic trainer for a maximum availability of 40 hours per week. The trainer will provide coverage of athletic practices and home competition events. This includes operating an on-campus training room in the afternoons before practices.
 - b. Provide all legally required supervision by a licensed physician.
 - c. The trainer provided will have all appropriate licensure and certification.
 - d. The trainer will carry the appropriate professional liability insurance, and will provide certification of coverage to the Board.
 - e. The trainer will have CPR and First Aid training, and will maintain up to date training during the contractual period.
 - f. On site coverage will begin on a date and time to be agreed upon by the athletic director.
 - g. The trainer will cover the agreed upon scheduled events, practices, and games; this schedule may be modified by agreement in writing between the parties; the tentative agreed upon coverage with services provided by the trainer, shall be:
 - i. All practices when school is in session;
 - ii. Non-school session practices as determined by need;
 - iii. All varsity, junior varsity, and freshmen football games, home and away;
 - iv. All home middle school football games;
 - v. All basketball games, home and away;
 - vi. All home soccer, baseball, softball, volleyball and track competitions;
 - vii. Any conflicting events or schedules will be mutually and reasonably resolved by the trainer and the athletic director.

- viii. AT and any trainer providing services under the contract agree to abide by all policies of the Board, and all statutes and regulations, both Federal and State, applicable to employees of the Board, notwithstanding that AT nor any trainer is an employee of the Board.
- ix. AT and any designated trainer providing services under this contract agree not to discriminate against any individual on the basis of race, color, national origin, sex, religion, genetic information, or disability.
- x. Any designated trainer to provide services under this contract shall prior to providing such services have submitted to a State and Federal criminal records check and a CA/N letter and be subject to the provisions of KRS 160.380 notwithstanding a trainer is not an employee of the Anderson County Board of Education.

11. SCHOOL EXPECTATIONS– The Board/School shall fulfill the following obligations:

- a. Provide a dedicated area reasonably acceptable to the provider to perform the services, other than services provided at events.
- b. Provide all reasonably necessary and required supplies and equipment required in connection with the performance of the services upon written request from the contractor but subject to negotiation with the Athletic Director and consultation as necessary with the superintendent. Any supplies and equipment furnished by the school and not used in the performance of the services shall be returned to the school upon expiration or earlier termination of this agreement.
- c. Take such action and adopt such policies as are reasonable and desirable to facilitate communication between the school, its coaches, and other representatives of its Athletic Department and Contractor.
- d. Designate the Athletic Director to serve as the contractor’s primary contact for communication with the school.
- e. Provide contractor with athletic event schedules approximately 1 month prior to the first scheduled event each season and communicate revisions to the schedule to contractor no less than two weeks prior to any such revision, when possible.

12. TAXES NOT APPLICABLE– Federal excise taxes or Kentucky sales and use taxes are not applicable to any purchase made for use of the Board. Proposals should not include any such taxes. Purchase exemption certificates will be furnished as required.

13. NON-DISCRIMINATION– The Anderson 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.

14. 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.

15. FEDERAL AND STATE LAWS– Services provided for the Board must be in compliance with all federal and state laws.

**ANDERSON COUNTY BOARD OF EDUCATION
1160 BYPASS NORTH
LAWRENCEBURG, KY 40342**

**OFFICIAL PROPOSAL FORM
FOR
CERTIFIED ATHLETIC TRAINING SERVICES FOR ANDERSON COUNTY BOARD OF EDUCATION**

***THE ANDERSON COUNTY BOARD OF EDUCATION RESERVES THE RIGHT TO NEGOTIATE ANY OR ALL OF THE
TERMS OF SUBMITTED PROPOSALS FROM PROVIDERS.***

Provider Identification Information

Name	
Address	
City/State/Zip	
Phone	
Fax	
Designated Contact	
Designated Contact Email	
No of years in business	
Location of any offices/branches	

Insurance

The contractor will provide the Anderson 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.

Length of Agreement

The duration of the agreement shall be from **July 1, 2024 to June 30, 2025. If agreed upon by both parties, this agreement may renew for up to 4 one year periods thereafter, subject to approval by the Anderson County Board of education.**

Experience

List relevant experience with such accounts as proposed as this one:

References

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

Involvement in or Support of School Functions and Initiatives

The board will assess the qualified entities specific to past experience with involvement in or support related to school functions and initiatives. The board values a community partner, who is involved in the community and the school systems they are operating within related to this RFP. Factors that will be considered generally include (a) past history of community involvement and support (b) the number and quality of future offerings of involvement and support related to school functions and initiatives if awarded this RFP.

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.

Proposed Fee

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, and email address of the person capable of answering any questions that may arise during the evaluation process. (Print or type)

Name	
Address	
City/State/Zip	
Phone	
Fax	
Designated Contact	
Designated Contact Email	

I hereby submit this proposal on behalf of: _____

Name	
Title	
Signature	
Date	