

Elmira City District School District

951 HOFFMAN STREET

ELMIRA, NY 14905

THOMAS MORRELL

DIRECTOR OF PHYSICAL EDUCATION, HEALTH & ATHLETICS

REQUEST FOR PROPOSALS – ATHLETIC TRAINER SERVICES

SUBMISSION DEADLINE: MAY 22, 2017

**REQUEST FOR PROPOSALS**  
**ATHLETIC TRAINER SERVICES**

The Elmira City School District in Chemung County (in accordance with Section 104-b of Article 5A of the General Municipal Law) hereby invites the submission of proposals for Athletic Trainer services.

Sealed proposals will be received until 2:00 p.m. on May 22, 2017 at the Elmira City School District Administration Building, 951 Hoffman Street, Elmira, New York 14905.

ATTN:  
Melissa Mendolera, School Business Administrator  
Elmira City School District  
951 Hoffman Street  
Elmira, NY 14905

## REQUEST FOR PROPOSALS – ATHLETIC TRAINER SERVICES

1. Overview. The Elmira City School District is hereby requesting proposals from qualified Athletic Trainers for the Elmira City School District (“District”).

To be considered, a proposal must be received to the attention of School Business Administrator Melissa Mendolera in the Business Office of the Elmira City School District, 951 Hoffman Street, Elmira, New York 14905 no later than 2:00 pm on May 22, 2017. The Board of Education reserves the right to reject any or all proposals submitted.

During the selection process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarification from past employers. At the discretion of the District, athletic trainers submitting proposals may be requested to make oral presentations as part of the evaluation process. It is anticipated that upon recommendation of District’s administration, the selection of a proposal will be approved by the Board of Education in July 2017.

2. Brief Description of the Elmira City School District.

The Elmira City School District is situated in the County of Chemung. The 2016-17 school budget is \$123,114,438. The District has 11 school buildings covering grades K-12 and a current total student enrollment of 6,025.

3. Scope of Work.

See Exhibit A.

4. Inquiries and Submitting Proposals. All inquiries or submittals concerning this RFP should be directed to:

Tom Morrell, Director of Physical Education 607-735-3564

Requirements for Proposals:

All proposals must be received by the School Business Administrator no later than May 22, 2017 at 2:00 p.m. Any proposals received after this deadline will be returned unopened to the firm.

Each firm shall submit one original proposal and two copies to the address listed above. The envelope shall be labeled “Athletic Trainer Services”.

5. Proposal Contents. A proposal should include the following information:

- A. Description of Proposer: An institution shall include in its proposal identifying information for itself and about its organizational structure, including, at a minimum, the following:

- The proposer's name, physical address of its main office, mailing address, and type of financial institution;
  - The name, mailing address, fax number, telephone number, and email address of a representative of the proposer who may be contacted about the proposal; and
  - The names, titles, and educational and professional experience of any persons who would be involved in providing instruction to or supervising students participating in the operation of the Athletic Trainer Services.
- B. Prior Experience: The proposer should include in its proposal a description of its experience, if any, providing services similar to those described in this Request for Proposals. The proposer should also include a list of references from past clients for whom the proposer has performed such services;
- C. Conflicts of Interest. Responses to this Request for Proposal should include an affirmation that there are no conflicts of interest between the firm/individual and the Elmira City School District.

**EXHIBIT A**  
**ELMIRA CITY SCHOOL DISTRICT**  
**ELMIRA, NY**  
**Athletic Trainer specifications**

The Athletic Trainer proposes and agrees to furnish athletic trainer services as specified below for the contract period from August 1, 2017 through June 30, 2020:

**I. Athletic Trainer Services**

To perform the following athletic trainer services during the fall, winter and spring sports seasons as dictated by New York State Public High School Athletic Association.

- a. Works with coaches to develop and implement effective training and conditioning programs for student athletes.
- b. Advises Athletic Director and coaches on the appropriate selection and proper fitting of protective equipment.
- c. Monitors athletic activities and events for potential safety hazards and brings these to the attention of the proper school officials.
- d. Works closely and cooperatively with physicians(s) and nurse practitioner to rehabilitate and recondition injured student athletes.
- e. Counsels and advises coaches, student athletes and parents on matters regarding rehabilitation and treatment of specific injuries.
- f. Works closely with the Athletic Director and coaches to monitor the appropriate reintegration of student athletes into program activities.
- g. A NATA Certified Trainer will provide coverage. The athletic trainer will be onsite daily to evaluate and treat all injuries occurring to any athlete.
- h. Using the ImPACT concussion program, the Athletic Trainer, working with Athletic Director will provide a baseline and follow up testing as needed and will implement Concussion Management and Return to Play Protocol.
- i. Onsite daily for supervision/coverage/response of practices, scrimmages, etc. (coordinated with the Athletic Director).
- j. Coverage of home athletic contests and away sectional or state contest for certain teams (coordinated with the Athletic Director).
- k. For the fall/spring Mon – Fri. - from 3:30 – 6:30 PM (on practice only days), or 3:30 – 7:30 PM (on days with games); Winter season is from 3:30 – 8:30 PM. For practice days

only, the hours can be flexible as well, on an as needed basis. Some days a trainer may be needed for 1 -2 hours, not full 3 hours.

Below is a list of teams and coverage for home games (and away sectional/state playoff games; # of games may increase by 1-3 games depending on playoffs):

Fall Season – Mid-August – October 30<sup>th</sup>

Fall Teams - Football (Mod, JV, Var, 13 games), Boys Soccer (Varsity only, 8 games) Girls Soccer (Varsity Only, 8 games) and Volleyball (JV/V, 8 games)

Winter Teams – Boys basketball (JV/V, 8 games), Girls Basketball (JV/V, 8 games), Wrestling (Mod, JV, Var, 4 matches, plus 1 tournament)

Spring Teams – Baseball (Var only, 8 games), Softball (Var only, 8 games), Boys Lacrosse (Mod, JV, Var, 22 games) , Girls Lacrosse (Mod, JV, Var, 14 games)

List of practice dates (approx.) – end of season all depends on how far teams go into the playoffs. Season overlaps may occur for some sports.

## **II. Basis of Award**

1. The Elmira City School District will review all the proposal documentation to insure that all specification requirements are met.
2. The proposal shall be binding for sixty (60) days following August 1, 2017 for approval.

