

Naugatuck Board of Education

Request for Proposals

Sealed Proposals will be received by the Business Manager, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT for supplying the Naugatuck Board of Education with the following goods and/or services:

PROJECT:	Naugatuck High School Athletic Trainer Services
CONTRACT:	202402-02 Athletic Trainer Services
DESCRIPTION:	Solicitation of sealed, competitive proposals to provide certified athletic training services in support of the Naugatuck High School athletic program.

The information and Request for Proposal and related documents may be examined at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770.

Copies of the Request for Proposal and any related documents may be obtained at the Business Manager’s Office. The Request for Proposal can also be obtained from the Naugatuck Board of Education website, <http://www.naugatuck.k12.ct.us> and the Borough of Naugatuck website, naugatuck-ct.gov.

All firms obtaining Requests for Proposals must submit contact information by e-mail to bernice.rizk@naugatuck.k12.ct.us. Contact information must be submitted three days in advance of the bid opening to be considered.

Addenda, if required, shall be posted on the <http://www.naugatuck.k12.ct.us> website. It is the bidder’s responsibility to check the Board of Education website in advance of the bid opening to determine if any addenda have been issued.

Sealed proposals will be received by the Business Office, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770 until

DEADLINE:	12 pm, Monday, March 11, 2024
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Immediately following, the bids will be publicly opened and read. Any proposals received after the deadline will be deemed non-responsive and will not be considered for evaluation.

Faxed copies of the proposal will not be accepted.

The Naugatuck Board of Education reserves the right to waive any informalities or to reject any or all proposals.

The Naugatuck Board of Education is an affirmative action/equal opportunity employer, MBE’s, WBE’s and SBE’s are encouraged to apply.

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Section 1: General Information and Requirements

1.1 General Information and Intent

The Naugatuck Board of Education is seeking proposals from qualified providers as described on page 1.

The Naugatuck Public Schools serve a diverse community with approximately 4,200 students. The district has a total of ten schools, with one high school. The high school athletic department features twenty-one programs with varsity and sub-varsity levels serving approximately five hundred students.

1.2 Questions

All questions and inquiries shall be directed to:

Bernice Rizk, Business Manager
Naugatuck Board of Education
497 Rubber Avenue
Naugatuck, CT 06770
bernice.rizk@naugatuck.k12.ct.us
203-720-5265

1.3 Schedule

It is anticipated that the following schedule will be followed:

Monday, February 26, 2024	RFP released and advertised
Friday, March 1, 2024	Questions due by 4 pm
Monday, March 4, 2024	Responses posted on district’s website
Monday, March 11, 2024	Sealed proposals due and must be submitted to the Board of Education Office no later than 12 pm
Thursday, March 14, 2024	Contract Award

1.4.1 Term:

The term of the contract between the Naugatuck Public School District and awarded firm shall be three years commencing August 2024 (beginning of Fall season). It will terminate on the date of Naugatuck High School's last home event in the third year (Spring season 2027).

1.4.2 Total Hours of Service Provided:

The total number of service hours that will be provided will be approximately 1360, equivalent to 8 hour days for 34 weeks. These hours of service may be spread over up to 40 calendar weeks. While the schedule may take the form of five days per week, it may be adjusted to account for time spent on the weekend and nights. Naugatuck Public School District and the awarded firm will mutually agree on a schedule for the athletic trainer each year.

1.4.3 Scope of Services to be Provided:

Athletic training services to be provided will be any or all of the services outlined in the Connecticut Statute ATC Scope of Practice, Chapter 375a, Sections 20-65f through 20-65m. The athletic trainer will adhere to the outlined regulations as to what conditions may be treated and when to refer to a licensed healthcare provider.

These services include, at minimum, coverage of all home contests and practices. Rehabilitation care will also be provided onsite at the high school.

Initial Treatment

Athletic trainer is responsible for the initial treatment, care and rehabilitation of athletic injuries. All care provided will be following standing orders from a supervising physician.

When necessary, the athletic trainer will refer student athlete injuries for physician evaluation and diagnosis.

In connection with athlete injury status and rehabilitation, the athletic trainer will provide a high degree of communication with coaches, nursing staff and other necessary parties.

Other Requirements

The awarded firm will be responsible for finding coverage in the event that the athletic trainer is unavailable.

Home Football Games: The awarded firm will be responsible for providing a licensed physician to be at all home football games.

In conjunction with the Athletic Director, the athletic trainer will be responsible for ordering and maintaining medical/athletic training supplies.

1.5 Negotiation

The Naugatuck Board of Education reserves the right to negotiate with the Firms submitting proposals.

1.6 Equal Opportunity Clause

The Naugatuck Board of Education is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be 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 vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

1.7.1 Submission of Proposals

Proposals will be accepted until deadline noted on page 1. All proposals must be clearly marked on one (1) large envelope with the Project and the Contract number.

Proposals shall be mailed or delivered to:

Business Manager
Naugatuck Board of Education
497 Rubber Avenue
Naugatuck, CT 06770

Immediately following the deadline, the bids will be publicly opened and read.

Late submissions will not be accepted

1.7.2 Contents of Proposal

Firms should provide the following information:

1. State the firm's ability to provide the services as described in Section 1.4.3, Scope of Services. Provide a brief history of the company and its experience, qualifications and success in providing these services.
2. Describe the experience of the individual(s) who would be responsible for providing the services to the District.
3. State the firm's references comparable to the District, including the name and phone number of a contact person the District may call.
4. Provide a copy of Certificate of Liability Insurance.
5. Firm shall keep and maintain the insurance detailed in section 1.7.6
6. Pricing structure for services provided.

1.7.3 Evaluations and Selection Criteria

Bidders will be selected with the following criteria (not listed in order of importance):

- a) Past company experience within the region, with the same type of work.
- b) Cost for all services combined, as determined by the Board of Education.
- c) Other criteria as determined by the Board of Education, weighting criteria will be determined by the Board of Education.
- d) The Board of Education reserves the right to negotiate with the successful bidder on the terms of their proposed Contract before signing, if it is in the best interest of the Board of Education.
- e) If the Board of Education cannot negotiate a contract with the selected Firm the Board of Education may choose to negotiate with the next ranked vendor.

1.7.4 Naugatuck Board of Education’s Reservation of Rights

The Naugatuck Board of Education reserves the right to waive any informality or to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Board of Education. The Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

1.7.5 Reimbursement for Costs

It is the responsibility of the Bidder’s respondents to pay for all costs associated with submitting proposals. The Naugatuck Board of Education shall not reimburse any costs.

1.7.6 Insurance Requirements Athletic Trainer Services

1. Indemnification and Insurance

The Firm shall indemnify, defend and hold harmless the Borough of Naugatuck and Naugatuck Board of Education, its officials, officers, employees and designees caused in whole or in part to the fullest extent permitted by law from and against any and all claims, suits, actions, obligations, liabilities, damages, losses or injury (including the resulting death of a person), penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of the performance of this Agreement or due to the Firm’s negligence or willful misconduct or omissions of the Firm or its employees, agents, subcontractors or representatives.

A. Workers Compensation: The Firm shall provide workers compensation and employer’s liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000. Such policy shall contain a ‘waiver of our right to recover from other endorsement’ in favor of the Borough of Naugatuck.

B. Commercial General & Professional Liability Insurance: The Firm shall provide commercial general liability & professional liability insurance policy with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$3,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$3,000,000. The policy shall name the Borough of Naugatuck and Naugatuck Board of Education as an additional insured on an ongoing basis.

In addition,

- Abuse and molestation coverage with limits of \$1,000,000 per occurrence. If on a claims made basis, retroactive date must be prior to the start of the contract, and coverage must be maintained for 5 years after the term of this contract expires. Coverage can be on a standalone policy or as part of the general liability policy.

- Such policy will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the additional insured.
- Such policy shall contain a broad form contractual liability endorsement or similar wording within the policy form.

Prior to the issuing of any notice to proceed by the Borough of Naugatuck, the Firm shall furnish the Borough of Naugatuck with Certificates of Insurance evidencing such insurance as set forth above. Said policies shall not be cancelled or permitted to lapse until completion and approval of the performance of the work until ten (10) days after the Borough of Naugatuck has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated.

The Firm shall advise all their insurers of the contract provisions regarding insurance. The failure of the Firm to notify insurers of the contract provision shall not relieve the Firm from its insurance obligations under the Agreement. Non-fulfillment of the insurance provisions shall constitute a breach of this agreement and the Borough of Naugatuck retains the right to stop work until proper evidence of insurance is provided.

1.7.7 Signature Requirements

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered, unless it is established that all contractual responsibility rests solely with one Firm or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

1.8 Safety

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent State and/or local safety and environmental codes.

1.9 Observance of Laws

The Firm shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.

1.10 Attachments

The following attachments shall be made part of this RFP:

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| 1. Certification of Proposal |
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1.11 Transferability of CONTRACT

No assignment of the contract or any right accruing under this contract shall be made in whole or in part by the Firm without the express written consent of the Board of Education, which consent will not be unreasonably withheld. In the event of any assignment, the assignee shall assume all of the liability of the Firm.

1.12 CONTRACT Documents

The Request for Proposal and its attachments, Insurance Certificates, the executed contract and any addenda to the foregoing shall constitute the Contract Documents.

1.13 Indemnity

The Firm shall indemnify, hold harmless, and exempt the Board of Education, its agents, servants and employees from and against all legal proceedings, claims and associated costs and Attorney's fees incident to any work done in the performance of this CONTRACT arising out of a willful or negligent act or omission of the Firm, its agents, servants or employees.

1.14 Default

If the Firm fails to perform this contract in accordance with its terms, the Board of Education shall have the right, in addition to all other remedies it may have, to declare the Firm in default, and to resubmit the contract for further bid. In that event, the Firm shall pay to the Board of Education, as liquidated damages, the amount of any excess of the new contract price over the Contract price herein provided for, both prorated to the period of time covered by the unexpired term of the Contract at the time of default.

Section 2: Items Required With Bid Response Packet

The following items are required to be included with your bid response packet:

2.1 Letter of Interest

Firms should provide the following information:

1. State the firm's ability to provide the services as described in Section 1.4.3, Scope of Services. Provide a brief history of the company and its experience, qualifications and success in providing these services.
2. Describe the experience of the individual(s) who would be responsible for providing the services to the District.
3. State the firm's references comparable to the District, including the name and telephone number of a contact person the District may call.

4. Provide a copy of Certificate of Liability Insurance.
5. Firm shall keep and maintain professional and malpractice insurance in the amount of \$1,000,000. Professional Liability per incident; \$3,000,000 aggregate which covers such occurrences as are commonly accepted in the industry. The covered occurrences shall include Training Services and Other Services provided by the firm under this agreement.
6. Pricing structure for services provided.

The Firm shall submit a signed letter of interest on company letter head detailing the proposed project and the company's experience and any assumptions, conditions or important information needed in order to properly review the proposal.

2.2 Price Proposal

The proposal shall include the following minimum items:

- A. Detailed price proposal including itemized costs for each task of the project.
- B. List of any additional equipment and supplies that will be purchased.

2.3 Insurance Certificate

The Firm shall submit an insurance certificate showing the Firm's current applicable insurance coverage.

2.4 References

The FIRM shall provide a minimum of three (3) references, preferably Boards of Education in Connecticut or New England, where they have performed the type of work listed in this RFP.

PROJECT:	Naugatuck High School Athletic Trainer Services
CONTRACT:	202402-02 Athletic Trainer Services
DESCRIPTION:	Solicitation of sealed, competitive proposals to provide certified athletic training services in support of the Naugatuck High School athletic program.

Attachment #1

CERTIFICATION OF PROPOSAL

I (We) have read the Naugatuck Public School District RFP and fully understand its intent. I (We) certify that I (We) have adequate personnel and resources to fulfill the proposal requirements. I (We) further understand that our ability to meet the criteria and provide the required services shall be judged solely by the Naugatuck Public School District.

I (We) further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal, with any Naugatuck Public School District employee or Board of Education Member other than the listed contact people in the RFP. I (We) understand that any such contact could disqualify this proposal.

I (We) certify that all schedules and addenda contained herein shall be considered part of the entire RFP and that the complete documents submitted shall be considered a legally binding document.

Submitted by:

Proposer's Name

Company

Authorized Signature

Printed Name and Title

Date