ATHLETIC TRAINING, SPORTS MEDICINE, AND STRENGTH AND CONDITIONING TRAINING

REQUEST FOR QUALIFICATIONS (“RFQ”)

1. **SCOPE:** It is the intention of the Sioux Falls School District (“District”) to solicit qualifications from a service provider (“Provider”) to provide athletic training, sports medicine, and strength and conditioning training for athletes and coaches (“Services”) at Thomas Jefferson High School, 1600 North Marion Road, Sioux Falls, South Dakota (“Thomas Jefferson High School” or “School”), beginning in the 2021-2022 school year.

2. **GENERAL DESCRIPTION:**

The District seeks to enter into a mutually beneficial Memorandum of Understanding (“MOU”) with a Provider for the Services. Services performed at the School under the MOU would be provided at no fee to the District and a Provider would perform the Services as an independent contractor. Nothing in the MOU would preclude a Provider from charging a fee for other services provided to District students outside of school at any time.

3. **SCOPE OF SERVICES:**

The primary goal of this RFQ is to provide athletic training, sports medicine, and strength and conditioning training services for the District. It is the District’s intent to enter into an MOU with the selected firm for Services to include those goods and services necessary to achieve the District’s goals.

A. **Certification**

During the term of this MOU, all Athletic Trainers, Physical Therapists and Strength and Conditioning Coaches providing Services shall maintain appropriate certification, and shall be subject to approval by School, whose approval shall not be unreasonably withheld. An Athletic Trainer must be certified by the Board of Certification, Inc. (BOC), maintain the standards established by the National Athletic Trainers’ Association (NATA) including the NATA Code of Ethics, and maintain in good standing a state license to practice as an athletic trainer. A Physical Therapist shall maintain in good standing a state license to practice as a physical therapist and shall perform duties in accordance with the standards outlined by the American Physical Therapy Association. A Strength and Conditioning Coach must be a certified Strength and Conditioning Specialist by the National Strength and Conditioning Association (NSCA) and maintain certification in First Aid and Cardiopulmonary Resuscitation (CPR).

B. **Provided Services**

The awarded Provider will provide the following services to the School:
1. Attendance by two Certified Athletic Trainers provided during organized athletic practices and camps at Thomas Jefferson High School every weekday and scheduled Saturdays. Schedules for practices will be provided in advance to the Provider by the Activities Principal at Thomas Jefferson High School.

2. Certified Athletic Trainer services for home athletic events, all away football varsity events, excluding Sunday events, on a schedule to be provided by the Activities Principal at Thomas Jefferson High School. The number of events covered per day will be limited to the number of Athletic Trainers assigned to each school. On dates with multiple events scheduled, precedent will be given to varsity events and high-risk sports. Additional availability of Athletic Trainers will be mutually agreed to by both parties.

3. Certified Strength and Conditioning Coach that will provide a strength and conditioning program to students five (5) days per week during the school year, four (4) hours per day. This program will be held onsite and will be available to Thomas Jefferson High School students at no cost.

4. Certified Strength and Conditioning Coach that will provide an eight (8) week, five (5) days per week, summer strength and conditioning program available to Thomas Jefferson High School students. This program will be held onsite and will be available to Thomas Jefferson High School students at no cost.

5. Access to a Sports Nutritionist that will work with School staff to develop programs and education/educational plans for student athletes.

6. Treatments and services that are necessary, but which are beyond the scope of practice of the Athletic Trainer will be discussed with the coach, student, and parent(s) but not treated by the Athletic Trainers.

7. Fill out injury evaluation forms for each athlete and keep copies on file. Forms will be compiled into a report to be provided to the School upon request.

8. Ensure that the Athletic Trainers will help to coordinate and maintain District and state distributed health history forms, parental permission forms, medical release forms, physician forms, and preparticipation physical evaluations, if applicable. Athletic Trainers will keep medical histories and correspondence in a locked file. Athletic Trainers will maintain accurate medical records for injuries, treatment, and rehabilitation and physician referrals. Athletic Trainers will also fill out injury evaluation forms and compile data into a monthly spreadsheet.

9. Other reasonable events/programs, as mutually agreed upon, including educational programs, workshops, on-call service for after hour consultation, pre-season meetings, and development and supervision of student athletic training, nutrition, and strength and conditioning programs.

10. Provide ImPACT testing for all athletes.
11. Provide access to rehabilitation personnel and services for all athletes.


13. Periodic meetings will be scheduled with coaches, athletic trainers, and strength and conditioning coach to discuss strategies for improved athletic performance.

C. Trainer Responsibilities

The Athletic Trainers will:

1. Provide for the treatment of athletic injuries through the application of protective tapings, wraps and braces, and assist in the design of practices to help reduce the incidence of injury.

2. Collaborate with the Strength and Conditioning Coach to advise coaches of flexibility, strengthening and conditioning programs to help prevent injuries and optimize performance.

3. Provide immediate care of athletic injuries consistent with their scope of practice and refer athletes to medical facilities when necessary.

4. Design and supervise rehabilitation programs for athletic injuries under the direction of a referring physician.

5. Maintain medical reports for injuries, treatment, rehabilitation, and physician referrals.

6. Maintain the athletic training room and keep records and inventory of all athletic training equipment and supplies.

7. Counsel and advise athletes on health-related issues, including nutrition and substance abuse.

8. Advise and assist the School’s Activities Principal with ordering of athletic training room equipment and supplies, upon request.

9. Conduct ImPACT testing for all student athletes.

D. Strength and Conditioning Coach Responsibilities

The Strength and Condition Coach will:

1. Supervise the development and management of individual and group weight, strength and fitness training programs; develop programs by evaluating current physical conditioning; have a knowledge of the various sports and associated exercises; tailor strength programs for specific needs; demonstrate proper
performance of exercises, correcting mistakes; and manage programs by monitoring progress and providing an assessment of development.

2. Collaborate with Athletic Trainers to advise coaches of flexibility, strengthening and conditioning programs to help prevent injuries and optimize performance.

3. Work to reduce the likelihood of sports-related injuries or the aggravation of such injuries during practice sessions and scheduled contests by being knowledgeable of the injuries sustained in the sport and proper prevention methods, directing appropriate pre-training session and pre-contest preparations and warm ups, and working with qualified sports medicine personnel or athletic trainers during all training sessions and contests.

4. Maintain the weight room and keep records and inventory of all equipment and supplies in the weight room.

E. Fees and Potential Incentives.

1. Services under this MOU will be provided at no fee to Thomas Jefferson High School.

2. The District will consider negotiating for additional incentives based on clearly established financial and operational expectations. The incentives shall be based on the assumption that the Provider has clearly exceeded the minimum requirements and expectations of the District.

F. School Responsibilities

1. School shall provide First Aid equipment, athletic training supplies, and strength and conditioning supplies as needed. School agrees to consult the Athletic Trainers and Strength and Conditioning Coach to identify these needs. School will also provide suitable treatment and strength training spaces to be regularly used.

2. School agrees to provide schedules for sporting events and scheduled practices. Changes in those schedules will be provided at least 48 hours in advance, when possible. When 48-hour advance notice of schedule change is not possible, the School and Provider will make reasonable attempts to adjust to those changes.

3. School will provide public-address system announcements regarding sports medicine coverage by Provider at least four times per event. Provider will provide a script to the School or Public Announcer prior to the start of an event.

4. School will recognize the Provider in all athletic programs and agrees to include the logo and a tagline to be mutually agreed upon.

5. School will invite and recognize the Provider at all awards banquets including special awards events such as state championship recognition.
6. School will display one banner in each gymnasium. Banners will be created by the Provider and delivered to the display locations.

7. School will offer signage placement by the athletic training room and weight room identifying the Provider as the provider of athletic training, sports medicine, and strength and conditioning services. Signage will be created and printed by the service provider and delivered to the display locations.

4. CONTENTS OF THE PROPOSAL

Proposals should include information outlined in this section.

A. Firm Information, Personnel and References.
   (1) Provide a brief history of the firm and its experience.
   (2) Provide a list of all the firm’s clients comparable to the School indicating the length of service of each account. The District may contact and/or visit any of these accounts.
   (3) Provide a list of all clients lost within the last three years which includes:
       (a) A contact name and telephone number.
       (b) Length of service at the arena.
       (c) Reason for the loss (if any).

B. Program Details. Describe how the firm plans to provide sports medicine, physical therapy services, and strength and conditioning services. Include proposed staffing by position with individual details on staff experience in sports medicine and strength and conditioning.

C. Financial Proposal
   (1) Provide information on any incentives, bonuses, or value-added items or services that the District should consider.
   (2) The District provides property insurance coverage for their facilities and their contents. The Sports Medicine firm will be responsible for providing insurance in accordance with the provisions listed below.

5. INSURANCE

The Provider shall maintain at its expense during the term of this MOU, the following insurance:

A. Professional Liability in the minimum amount of $1,000,000 each occurrence, $3,000,000 annual aggregate.

B. Commercial General Liability Insurance. The Provider shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an “Occurrence Basis” with limits of liability not less than $1,000,000 (One Million Dollars) per occurrence combined single limit.
C. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the North Dakota No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of $1,000,000 (One Million Dollars) each person and $1,000,000 (One Million Dollars) each occurrence and minimum property damage limits of $1,000,000 (One Million Dollars) each occurrence.

6. **WARRANTY**: The Provider warrants to the District that all services performed as a result of this request will be performed in a professional manner consistent with industry practice.

7. **QUALIFICATIONS SUBMISSION**:

   Please submit your qualifications no later than 11 AM, CDT on June 5, 2020. Submissions must be received by mail or hand delivered to:

   Sioux Falls School District 49-5
   of Minnehaha County, South Dakota
   201 East 38th Street
   Sioux Falls, South Dakota 57105

   Please mark packages Request for Qualifications – Athletic Training, Sports Medicine, and Strength and Conditioning. Any questions concerning this request for qualifications should be directed to Casey Meile at Casey.Meile@k12.sd.us or (605) 367-7960.

8. **QUALIFICATIONS EVALUATION/ACCEPTANCE/REJECTION**:

   This document is a Request for Qualifications. The District is seeking a solution as described herein, and not a proposal meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Submissions will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity, marketing and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a Provider’s approach meets the desired requirements of the District. The District will thoroughly review all proposals received. An MOU will be awarded to the qualified Provider submitting the best proposal.

   Qualifications submissions will be reviewed by the District. District reserves the right to seek additional information and/or clarification from any Provider, the right to reject any and all submissions received with or without cause, the right to negotiate with any Provider that submits a response and also to waive any irregularity or informality if deemed to be in the best interest of the District. The District may choose a Provider for the requisite services under terms and conditions that, in its sole judgment, are deemed to be in the best interest of the District.

9. **MISCELLANEOUS**:
Responses should be prepared simply and economically and should be both straightforward and concise. The District shall not be liable for any expenses incurred in the preparation or presentation of your reply.

Providers must be in full compliance with federal, state, district and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the Provider shall in no way be cause for relief from responsibility.

10. **CONTRACT TERM:**

The contract resulting from this Request for Qualifications shall cover a number of years as proposed by the successful Provider, and as mutually agreed upon by both parties. The minimum contract length shall be three years. Upon mutual consent of the District and the successful Provider, the contract may be renewed in one (1) year increments based on terms and conditions that are negotiated and acceptable to both parties, not to exceed a total term of 10 years.

The School District reserves the right to request any additional information which might be deemed necessary to fairly compare proposals.