

FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

*Serving the
School Communities
of Bensenville
and Wood Dale*



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BENSENVILLE, ILLINOIS 60106-2099
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Superintendent
(630) 860-6281

Mr. Jovan Lazarevic
Associate Superintendent/ Principal
(630) 860-6259

Dr. Samuel Bentsen
Assistant Superintendent for HR/Operations
(630) 860-6258

Mr. Bruce Martin
Chief School Business Officer
(630) 860-6256

ATHLETIC TRAINER SERVICES

REQUEST FOR PROPOSAL

INSTRUCTIONS

The Board of Education of FENTON COMMUNITY HIGH SCHOOL DISTRICT 100 ("District:") will receive proposals for Athletic Trainer Services until **Thursday, June 3, 2021 at 11:00 a.m.**

Proposals are to be addressed to: Bruce Martin, Chief School Business Officer, Fenton Community High School District 100, 1000 West Green Street, Bensenville, Illinois, 60106, and are to be enclosed in a sealed envelope clearly marked, "**Sealed Proposal – ATHLETIC TRAINER SERVICES.**"

The Board of Education reserves the right to reject any or all proposals, in whole or in part, or to accept that proposal which it determines to be in the best interests of the DISTRICT. Award of contract shall be based on the fees charged, experience, reputations and the financial stability of the contractor as well as compliance with the format, terms and conditions of this Request for Proposals. A contract will be awarded only after a formal notice is given to a vendor as determined by the Board of Education. The Board of Education reserves the right to waive any and all formalities and irregularities in its sole discretion.

GENERAL CONDITIONS

1. Proposals shall be submitted on the forms provided with these specifications. Proposals shall be in a sealed envelope properly marked with the title of proposal, date and time of opening, and delivered to the FENTON COMMUNITY HIGH SCHOOL DISTRICT 100, Attention: Bruce Martin, 1000 West Green Street, Bensenville, Illinois, 60106 on or before **11:00 a.m. on Thursday, June 3, 2021.**
2. No proposal received after the date and time specified will be considered. The bidder assumes the risk of any delay in the handling or delivery of its proposal. Proposals may be withdrawn by letter prior to the time and date established for the opening of proposal
3. All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in or omissions from any of the documents, or be in doubt as to their meanings, he shall advise the FENTON COMMUNITY HIGH SCHOOL DISTRICT 100, Bruce Martin at martin@fenton100.org, who will issue the necessary clarifications to all prospective bidders by means of addenda. Any such clarification requests must be received by the District no later than three (3) business

days before proposals are due.

4. The submission of a proposal by a contractor will be construed as an indication that he is fully informed as to the extent and character of the service required and can offer the service satisfactorily in compliance with the specifications.
5. No employee of the DISTRICT is to be extended any form of gratuity in connection with this bid.
6. In accordance with Illinois law, once the proposals have been opened, such proposals may not be modified in any way without the written approval of FENTON COMMUNITY HIGH SCHOOL DISTRICT 100. All bidders will be bound by any and all math calculations, misquotes or mistakes of any kind once the proposals have been opened. Once a proposal has been accepted, it may not be modified or rescinded without the approval of FENTON COMMUNITY HIGH SCHOOL DISTRICT 100.
7. The School District will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements.
8. It shall be mandatory that the contractor will not discriminate against any employee for employment upon any grounds prohibited by the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and further that he will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission. Contractor shall provide with his proposal a written certification that he has a written sexual harassment policy as required by and in compliance with said Act.
9. Bidders must submit a list of References (pg. 3) and Contractor Information Form (pg. 10), along with Proposal Form (pg. 9).
10. No Bid Bond or Performance Bond is required.

REFERENCES

SCHOOL DISTRICT/COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____

SCHOOL DISTRICT/COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____

SCHOOL DISTRICT/COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____

PROPOSAL SPECIFICATIONS

To provide athletic training services through certified athletic trainers (ATC's) to the students of Fenton Community High School District 100.

1. **SCOPE:** Provide Certified Athletic Trainers (ATC) to Fenton High School. Estimated contract will be no less than 1,020 hours per year. Additional hours (up to 200) may be added during the term of this contract to replace and/or supplement in-house staffing. An hourly rate is required in the bid proposal, which is for all services.

The contract is for a three (3) year term, with the hourly rate remaining the same for three (3) years. The three (3) year term begins on July 1, 2021 and ends on June 30, 2024. One-year contract extensions may be negotiated for an additional two (2) years, at a rate mutually agreed upon between the District and contractor, not to exceed the Consumer Price Index of the most recent tax levy.

Athletic training services may include, but shall not be limited to, the following:

- On-site recognition evaluation and immediate treatment of injury and illness with appropriate referrals for follow-up care
- Development of injury and illness prevention strategies
- Facilitation of rehabilitation and reconditioning
- Promotion of safe and appropriate practice, competition, and treatment facilities
- Advise on the selection, fit function and maintenance of athletic equipment
- Identification of potential psychosocial pathologies frequently associated with athletes and refer for management and follow up care as appropriate
- Provision of nutritional counseling and education
- Consultation with parents/guardians of student athletes as reasonably requested
- Overseeing general care of student-athletes
- Coordinating student-athlete care with teachers and other administrative staff
- Directing preventative care for a wide range of injuries for student-athletes
- Directing emergency care for a wide range of injuries for student-athletes
- Providing therapeutic intervention and rehabilitation of injuries for injured student athletes as appropriate
- Managing administrative responsibilities and paperwork
- Assisting in the development of an Emergency Action Plan (EAP)
- Assisting other school staff members with injuries as appropriate
- Developing a program-wide policy and procedure manual to address injuries and health issues
- Working directly with the school nurse to severe as a tram for students before, after, and after school for proper care

2. **Requirements of Contract:**
 - A. Recommend procedures for the prevention, assessment and treatment of student athletic injuries.
 - B. Recommend rehabilitation on student athletic injuries.
 - C. Assist in referral to health care providers.
 - D. Assist in coordinating pre-season evaluations and physicals for student athletes.
 - E. Attend at-home competitive athletic school-sponsored events and student athletic practice seasons as requested by school. ATC shall be available to provide emergency care and first aid at such events until the arrival of emergency medical technicians, paramedics, physicians, or other health care providers.
 - F. In the event that a practice or event is changed (school not in session, bad weather, etc.), the school will notify the ATC of this change as soon as possible.
 - G. The School District shall cooperate in providing adequate space for the services provided by the ATC.
 - H. If requested, conduct clinics for the coaching staff on the handling of athletic injuries.
 - I. Consult with parents/guardians of student athletes as reasonably requested.
 - J. Prepare medical kits and water containers for the home teams and teams that travel. Water and ice containers need to be prepared for visiting teams.
 - K. Monitor weather conditions for all outside teams during inclement weather.
3. The School agrees to provide appropriate support for the development of a student athletic training program.
4. The School shall be solely responsible for determining the times of practice and for scheduling all athletic programs. The Athletic Director at each school will determine Game/Event coverage.
5. The required services are for student athletics listed in Attachment A. School and the successful contractor shall mutually agree upon events and hours in excess of specified events and hours. Additional hours of service shall be paid at the per hour rate accepted and awarded for this contract.
6. The compensation to be paid by the school to the contractor will cover all the expenses of the contractor's athletic trainers, except when the school requests the contractor's athletic trainers to participate in an out-of-town athletic event requiring travel and/or overnight lodging. In such situations, the school shall provide and pay the direct costs of such additional expenses as they are incurred by or on behalf of the contractor's athletic trainers. All athletic trainers shall be and remain employees of or under contract with the contractor and not of the school district, and the

contractor shall be solely responsible for all employment and other costs relating to the athletic trainers including without limitation benefits, taxes and insurance.

7. Fenton shall provide all supplies needed by the ATC in connection with rendering services hereunder. The ATC will advise the school as to supplies and equipment for the program. The school shall reimburse the successful contractor for any supplies provided by the ATC in conjunction with services rendered under this agreement.
8. The school will make quarterly payments throughout the school year. Additional hours of service and reimbursement of supply expenses will be paid in accordance with Board of Education practices.
9. Coverage by the ATC of practices and events that occur during holidays and school vacations shall be reasonably agreed upon by the school and the ATC.
10. The contractor agrees to indemnify and hold the School District, its officers, directors, trustees, board members, employees and/or agents harmless from any and all costs, expenses, damages, losses, claims, judgments, demands or liabilities of any kind (including reasonable attorneys' fees) resulting from the contractor's performance under this agreement.
11. The Contractor shall provide the Board a certificate verifying that the following insurance coverages are in full force and effect: The Contractor shall provide Workers' Compensation Insurance (statutory limits); Third Party Bond in the amount of at least \$2,500 per employee of the Contractor; Property damage insurance of at least \$1,000,000 per occurrence; and Bodily damage and personal injury insurance of at least \$2,000,000 per occurrence and \$3,000,000 aggregate through, Automobile liability of at least \$1,000,000 per occurrence, Cyber liability/identity theft insurance with a combined limit of \$2,000,000 per claim and \$2,000,000 general aggregate. The insurance shall include sexual abuse and molestation coverage. Insurance carrier shall be duly licensed by the State of Illinois with a Best rating of "A-" or higher. Fenton Community High School District 100 and its Board of Education must be listed as additional insureds.
12. Contractor agrees not to assign, transfer or subcontract any of its burdens, duties or obligations under this agreement without the prior written permission of the School Board.
13. This agreement shall be governed by and shall be construed and enforced in accordance with the laws of the state of Illinois, without regard to the application of its conflict of laws and rules.
14. Contractor agrees to provide (ATC) athletic trainers duly certified in the state that shall be employees of, or under contract with the contractor. Evidence of certification of each athletic trainer used in connection with this agreement will be provided to the school upon request. The successful contractor shall be responsible for the payment of all compensation and for providing all employment support and benefits, including Workers' Compensation coverage, for the athletic trainers.
15. Contractor will provide a physician for all football games and must include documentation of this in the bid reply.

16. The period of the initial contract shall be for three (3) years, and one-year contract extensions may be negotiated for an additional two (2) years, at a rate mutually agreed upon, not to exceed the Consumer Price Index of the most recent tax levy. Initial contract will begin July 1, 2021 and expire on June 30, 2024. District reserves the right to cancel the contract with or without cause by giving a thirty-day (30) notice at any time throughout the contract period.
17. Bidders shall provide the hourly cost for a three-year contract period on proposal forms for this contract.
18. The athletic training services would in no way substitute for those of a physician. The athletic trainer would make recommendations if requested by the athlete or parent.
19. All personnel provided shall be required to take and pass a fingerprint-based criminal background check as required by the Illinois School Code. Contractor will authorize Fenton Community High School District #100 to conduct criminal background and fingerprint checks on all athletic trainers assigned to Fenton Community High School District #100 schools pursuant to Illinois School Code: 105ILCS 5/10-21.9. Expenses related to all background checks and fingerprinting shall be paid by the contractor.
20. Contractor will provide a list of references, which may be contacted to secure quality of service.
21. The District would encourage contractors to provide a consistent personnel placement within the buildings, if preferred by building administration.
22. Some home games will be played at Redmond Park, 545 John Street, Bensenville, IL 60416, (boys soccer, baseball, softball, girls soccer)

ATTACHMENT A

Event and Practice Coverage for the following sports:

FALL: Football
 Soccer – Boys
 Cross Country - Boys
 Cross Country - Girls
 Volleyball - Girls
 Tennis - Girls
 Golf - Boys
 Golf - Girls
 Swimming and Diving - Girls
 Cheerleading
 Dance

WINTER: Basketball - Boys
 Basketball - Girls
 Wrestling
 Gymnastics - Girls
 Swimming and Diving - Boys
 Cheerleading
 Dance
 Indoor Track and Field - Boys
 Indoor Track and Field – Girls
 Bowling – Boys
 Bowling - Girls

SPRING: Track and Field - Boys
 Track and Field - Girls
 Baseball
 Softball
 Tennis - Boys
 Soccer - Girls
 Volleyball - Boys
 Badminton
 Gymnastics – Boys

PROPOSAL FORM
ATHLETIC TRAINER SERVICES

We propose to provide National Athletic Trainers Association Certified Athletic Trainers (ATC) to Fenton Community High School in accordance with the Request for Proposal and specifications for the sum stated below:

**Hourly rate for athletic trainer services as described
in proposal specifications for a three (3) year
contract period - beginning
July 1, 2021 and ending June 30, 2024**

\$ _____/hour

Company Name of Bidder _____

Address _____

City, State, Zip Code _____

Contact _____

Signature _____

Title _____

Date _____ Telephone No. _____ Fax No. _____

Email Address _____

CONTRACTOR INFORMATION

**THIS FORM MUST BE COMPLETED AND SIGNED AND ACCOMPANY THE BID TO
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100.**

In compliance with sub-section (c) of Section 10.20.44 of the School Code (105 ILCS 5/10- 20.44, as a potential vendor for Fenton Community School District 100, please answer yes or no for the following questions:

Minority owned YES NO

Female owned YES NO

Business owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act YES NO

Locally owned YES NO

Signature _____

Printed Name and Title _____

Company _____

Address _____

City, State, Zip _____

Date _____ Phone _____ Fax _____