

-- LEGAL NOTICE --

ADVERTISEMENT FOR BIDS
FOR ATHLETIC TRAINING SERVICES

2019-2020
RFP # 2019-05

The Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706, invites sealed bids for providing ATHLETIC TRAINING SERVICES 2019-2020 for the Hastings-on-Hudson Union Free School District.

Bids will be received at the Office of the District Treasurer, Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706 until 10:00 a.m. on Wednesday, May 29, 2019, at which time all bids will be opened.

Specifications may be obtained at the Office of the District Treasurer, located at the above-mentioned address or on the District website at www.HOHSchools.org. The Hastings-on-Hudson Union Free School District Board of Education reserves the right to reject all bids and the right to waive any informality in bids.

By: Maureen Caraballo
District Treasurer
Hastings-on-Hudson Union Free School District

Dated: MAY 3, 2019

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-05 – ATHLETIC TRAINING SERVICES

REQUEST FOR PROPOSALS

RFP #2019-05

ATHLETIC TRAINING SERVICES

ISSUED: MAY 3, 2019

DUE: WEDNESDAY, MAY 29, 2019 - 10:00 AM EST

Return to:
Maureen Caraballo
District Treasurer
Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, NY 10706

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-05 – ATHLETIC TRAINING SERVICES

**REQUEST FOR PROPOSALS
ATHLETIC TRAINING SERVICES**

Proposals will be received until **May 29, 2019** at 10:00 am by Maureen Caraballo, District Treasurer, Hastings on Hudson Union Free School District, Business Office, 27 Farragut Avenue, Hastings on Hudson, NY 10706 for all labor, materials and work to be performed under the contract.

RFP documents will be available beginning on **May 3, 2019** at the address below or on the district website www.hohschools.org :

Hastings on Hudson UFSD
Business Office
27 Farragut Avenue
Hastings on Hudson, NY 10706
Contact: Maureen Caraballo, District Treasurer (914) 478-6405 or caraballo@hohschools.org

One original proposal and two (2) copies must be submitted wholly completed on the prepared forms furnished with the RFP Documents. They must be submitted in sealed envelopes bearing on the outside the name and address of the Proposal Submitter and labeled **“RFP for ATHLETIC TRAINING SERVICES”**

Direct questions to:
Jesse Merchant
Director of Athletics
Hastings on Hudson UFSD
(914) 478-6218 or merchantj@hohschools.org

An appointment, if necessary, to view the facilities may be arranged by contacting Jesse Merchant.

All proposal prices shall be filled in and shall be inclusive of all costs, including professional services, travel, cellular telephone plan, fingerprinting, etc. Accommodations for out-of-region post-season play shall be arranged for and paid for by the District, when needed.

Signatures shall be in ink and in longhand. Proposals which are incomplete, conditional or obscure may be rejected as informal. No oral or telephonic proposals or modifications of proposal will be considered. Proposal is for the period August 5, 2019 – June 30, 2020.

Addendum, if any, issued before submission of proposals, shall be taken into account and included in the proposal and acknowledgment of receipt of same shall be noted in the space provided.

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There is no deposit required for RFP Documents. The Board of Education reserves the right to reject any and all proposals or to waive any informalities or irregularities in the bids and to advertise for new proposals.

The Hastings on Hudson Union Free School District, hereinafter referred to as the “District”, invites proposals from qualified individuals and agencies, to provide Athletic Training Services for the School District’s students grades 7-12.

In accordance with the District’s policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of section 103 of General Municipal Law.

Purpose:

The District requests proposals from qualified individuals and agencies interested in providing Athletic Training Services in the District for the 2019-20 school year. The District reserves the right to extend this contract upon annual review for up to five (5) years (August - June: 2020/21, 2021/22, 2022/23, 2023/24, and 2024/2025). **Annual renewal rates that exceed 2% will automatically be rejected as it exceeds NYS Tax Cap requirements.**

Requirements for Submittal of a Proposal

Term of Engagement:

An appointment is proposed, commencing on August 5, 2019 for the 2019/20 school year. Upon mutual consent, this agreement may be extended, subject to annual review and concurrence of the Board of Education of the District, and the annual availability of an appropriation for a maximum of five (5) years annually beginning August 5th, 2020, for subsequent school years: 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 (from on or about August 4th through June 30th). **Annual renewal rates that exceed 2% will automatically be rejected as it exceeds NYS Tax Cap requirements.**

Scope of Work:

The District requires individuals or agencies to provide Athletic Training Services as stated in the guidelines below.

Athletic Trainer Services:

The successful Contractor will be required to provide a properly executed New York State (NYS) licensed and qualified Athletic Trainer to the District to perform services set forth herein. All individuals performing services for the District shall meet the qualifications as stated in the Qualification Section of the request for proposal document. Athletic Training coverage for the School District, primarily at Hastings on Hudson High School, between the hours of 2:00 p.m. and 7:30 p.m., Monday through Friday and Saturdays between the hours of 8:00 a.m. and 12 noon, when required by the District Athletic Director. Weekly hours will average 70 hours per week during the fall and spring seasons, and with an average of 50 hours during the winter season and

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off season weeks. The weekly scheduled will be determined by the District Athletic Director and reviewed with the successful Contractor.

The weekly average hours requested are based on current district conditions, and are subject to change annually prior to contract renewal. The District will provide the successful contractor future year level of service requirements to allow for an adjustment in contract pricing prior to Board approval for review.

The following services shall be carried out as stated in the following sections:

A. Athletic Trainer and the Student:

- a. Training Room – The District will provide a dedicated area located in the Hastings on Hudson High School for the successful Athletic Trainer to perform their services. The duties shall include, but are not limited to the following activities:
 - i. Provide routine preventative taping and strapping of the athletes as required.
 - ii. Provide assistance and information to athletes on exercises, nutrition and other information to prevent possible injuries.
 - iii. Keep log/notes of daily student treatments, with a student sign-in log located in the Athletic Trainer Office, and report to the District School Nurse and Director of Health Care, daily and weekly respectively. The log will be available for review each week as requested by the District Director of Health Services and/or Athletic Director.
 - iv. Responsible for the management and implementation of the District concussion guidelines and return to sports, in collaboration with the District Director of Health Care, school nurse, coaches, and physical education teachers for the District’s students grades 7-12 or ages 11 and older.
 - v. Impact Testing: Athletic trainer will be responsible for all initial baseline Impact testing, averaging 350 students. As well as post injury impact testing, averaging 75 students. The Athletic Trainer will also complete the return to play protocol in accordance to District policy.

- b. Athletic Field-
 - i. Evaluation and treatment of minor injuries
 - ii. Provide first aid and medical assistance as necessary for more serious injuries, including assistance to responding medical personnel in accordance with New York State Laws
 - iii. Onsite attendance at athletic events and practices, providing coverage to multiple events ongoing simultaneously
 - iv. Keep log of injuries evaluated and treated and report to the District school nurse and Director of Health Care, daily and weekly respectively.
 - v. Cover all Varsity football games (home and away) as well as any other varsity athletic event at home field stipulated by the District’s Athletic Director. Will also be responsible to cover all JV and Modified home football games.

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- vi. Cover all home Varsity/Modify Ice Hockey Games. When multiple contest occur at the same time, both must be covered by a certified athletic trainer and/or a physician provided by the contractor.
- c. Sports Medicine-
 - i. Provide accurate treatment records.
 - ii. Provide the District coaches and other athletic personnel with any medical information pertinent to the well being of the student athlete in accordance with both state and federal laws and regulations.
 - iii. The successful Athletic Trainer will attend/assist in coaching staff preparation of comprehensive and timely injury reports (Student Incident Report).
- d. Workshops/Trainings-
 - i. Provide (1) education workshop per season to the students, coaches, staff and the parents of the school district to promote healthy lifestyles, prevent injuries, and related topics at a mutually agreeable date and time.
 - ii. The successful Athletic Trainer will attend pre-season meetings of coaches required by District Athletic Director. The successful Athletic Trainer will be given 30 days notice of meetings by the District Athletic Director.

B. Athletic Trainer and the District

- a. Records
 - i. Provide the District Athletic Director, coaches and administration any injury information necessary or requested which does not violate any federal or state laws or regulations.
- b. Parental Contact
 - i. In accordance with the District policies, provide the necessary information to the student athlete's parent/guardian to update them on the condition of the injury, treatment program, and any other appropriate information.
- c. Sports Covered
 - i. The successful Athletic Trainer will be required to cover multiple events, (games, scrimmages, practices). The coordination of this coverage will be made in conjunction with the District Athletic Director.
- d. Length of Season
 - i. The athletic season will normally run from early-August until end of-June.
Work Hours- Athletic Training coverage for the School District, primarily at Hastings on Hudson High School, between the hours of 2:00 p.m. and 7:30 p.m., Monday through Friday and Saturdays between the hours of 8:00 a.m. and 12 noon, and when required by the District Athletic Director. The contractor shall provide services averaging 70 hours per week during the fall and spring seasons. During the off season 50 hours per week. This schedule will fluctuate depending on the season, practice schedules, and the game schedules. This will be determined by the District Athletic Director and reviewed weekly with the successful Contractor.

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The weekly average hours requested are based on current district conditions, and are subject to change annually prior to contract renewal. The District will provide the successful contractor future year level of service requirements to allow for an adjustment in contract pricing prior to Board approval for review.

- e. Staff – The successful Contractor must supply (1) New York State Licensed athletic trainer or equivocal medical coverage on a daily basis, Monday thru Saturday.
 - i. A temporary replacement for the Athletic Trainer will be provided when the normal Athletic Trainer is absent. The District Athletic Director will be notified with ample time in advance, (2 weeks), when possible of planned absences.
 - ii. ****A Substitute Certified Athletic Trainer will be provided by the successful Contractor as needed and must be approved by the District Athletic Director.**

C. Athletic Trainer Administrative Duties

- a. Develop Inventory – the successful Contractor will inventory the District athletic training supplies and develop a list of supplies that needs to be available for the upcoming sport seasons.
- b. The Athletic Trainer will assist the coaching staff in the preparation of comprehensive and timely injury reports (student Incident Reports).
- c. Request Replenishment of Supplies – the successful Contractor will be responsible to provide the District Athletic Director with a complete list of supplies necessary to replenish said supplies used in the course of performing their athletic training duties. This request must be made in a timely manner to allow the processing of purchase orders and vendors shipments before the existing supplies are exhausted.
- d. Communications – It is the responsibility of the successful Contractor to communicate all appropriate information to the district athletic administration, school nurse and coaches pertaining to its student athletes.
- e. Schedules – it shall be the responsibility of the District and the District Athletic Director to provide the successful Contractor a schedule of all events at least (1) month in advance, and to provide updates to this schedules as events are postponed and rescheduled.

D. Contractor Staff/Athletic Trainers

- A. Qualifications – all staff provided by the successful Contractor must be properly trained, certified and licensed through NYS to perform the athletic training duties. A copy of the individuals' qualifications and certifications must be presented to the District Athletic Director prior to performing their duties.
 - a. If the successful Contractor and/or its staff employee does not possess the experience specified at the time, the partners possess the required professional skill and training, and the District Athletic Director will be made aware.
 - b. Criteria for provided successful Athletic Trainer is as follows:

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- i. Board of Certification (BOC) Certified
 - ii. Current New York State Athletic License
 - iii. Preferably (3) years in the field experience
 - iv. Experience in ImPact Concussion Management Program administration
 - v. Experience working with both male and female athletes alike of the high school age
 - vi. Experience working with athletes: football, lacrosse, hockey, field hockey, wrestling, basketball, soccer, softball, baseball, track and field sports, cross country, crew and volleyball
- B. Clearances – All successful Contractor staff members, who will work with District students, must have security clearance as mandated by the District, District School Board approval and all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of the contract. Original documentation of these clearances must be presented to the District Athletic Director, who will make appropriate copies for the District records. All new or substitute staff members must provide this documentation before working with the students.
- C. Presentation/Clinics – the successful Contractor shall have qualified staff members available to provide wellness, injury prevention and nutrition workshops to District students and the coaching staff. The cost of these workshops (1 per season) shall be included in the contract price.
- D. Substitute Coverage – the successful Contractor shall supply the staff necessary to perform the duties of this contract. It is the sole responsibility of the successful Contractor to provide substitute coverage for any day or event missed by the employee/athletic trainer.

E. Insurance

The District will require the successful Contractor, at the contractor's expense, to provide professional liability, general liability and worker compensation insurance as required in the conditions of this Request for Proposal specifications and to name the Hastings on Hudson Union Free School District as an additional insured.

- A. Workers Compensation and Employer Liability Insurance shall be provided by the successful Contractor to the employee/Athletic Trainer provided to the District, as well as any substitute or temporary replacement employee(s) under this contract.
- B. Commercial General Liability and professional liability will be maintained by the successful Contractor for employee(s) throughout the duration of the contract with the District.

Other

- A. Location Services – services will be provided to the District's student athletes at the Hastings on Hudson High School and adjoining playing fields at The Burke

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- Estates and Reynolds Field. Credentials – The successful Contactor will provide a NATA Certified, NYS Licensed Athletic Trainer, as well as a certified first responder.
- B. Independent Contractor – The successful Contractor acknowledges that they are performing a service as an independent contractor and is not an agent or an employee of the District. The successful Contractor will have control over the performance of the services and shall be solely responsible for the payment of its federal, state and local taxes, salary for its employees and all associated payroll obligations.
- C. Terms of Agreement / Early Termination – The initial contract will be for one year term and the District retains the right to cancel the contract for failure of completion of agreed upon contract, or continue contract terms for additional (2) one year terms. The successful Contractor may void contract for nonpayment of the District.

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HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT

HOLD HARMLESS AGREEMENT

(submit this signed form with proposal)

The undersigned hereby agrees to defend, indemnify, and save harmless the Hastings on Hudson Union Free School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the contractor, whether such claims shall be made by an employee of the contractor or by a third party. The contractor covenants and agrees that he will pay all costs and expenses arising there from and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Contractor shall at this own expense satisfy and discharge the same.

By: _____
(Signature of Authorized Representative of Corporation)

Print Name & Title: _____

Company Name: _____

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SPECIAL CONDITIONS

INTENT: The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work. All work will be performed on as determined by the District's Directors of Health and Athletics.

TERM: **August 5, 2019 through June 30, 2020** with an option to renew upon annual review for a one-year period, for a second through fifth year, at the discretion of the District Board of Education. Contract renewal will be subject to any adjustments or agreement between the parties, but limited to a maximum annual increase of 2% in accordance with the NYS Tax Cap requirements.

SECURITY: No security is required.

CONTRACTOR'S RESPONSIBILITY: Contractors, before submitting their proposals, shall make a careful examination of the existing and specified area; take such measurements as they deem necessary; make their own estimates of the amount and character of the work to be done and of the difficulties and facilities attending its proper execution; include in their bid such sums as they deem proper and sufficient to cover the cost of every item of labor and materials necessarily involved or that can be reasonably inferred as required, necessary, essential or indispensable for the proper prosecution and completion of the contract, notwithstanding that every item is not specifically mentioned herein, and to cover the cost of the contingency not otherwise herein provided for. No claims for compensation for extra work due to ignorance on the part of the contractor of any existing condition will be considered or allowed.

QUALIFICATIONS: Contractors must include with their proposal, a minimum of three (3) references where the Contractor provides similar services to the services described herein. References must include contact names and telephone numbers. Contractors must also demonstrate that the firm or at least one principal in the firm has been providing the necessary services for a minimum of three (3) years. Failure to include this information with your bid may result in the proposal's rejection.

AWARD: The award of the contract will be made to the contractors as will, in the opinion of the District Board of Education; best promote the public interest, taking into consideration the reliability of the successful Contractor and the quality of service to be furnished in conformity with the specifications.

FINAL DECISIONS: The authorized District representative shall have the right to interpret the true meaning and intention of specifications, verbal or written; but should any controversies or disputes arise over such interpretations, his/her decision shall be binding and final.

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SPECIFIC OPERATIONAL PROCEDURE:

- A. Upon arrival at the District, the successful Contractor's employees shall report to the District Director of Athletics or respective designee each day.
- B. The successful Contractor will keep an accurate time record of the staff working on a specific job, and that record shall be available on demand by the District Director of Athletics who will verify the billing.
- C. Any sub-contractor that the successful Contractor uses must be approved by the District and must comply in full with this specification including insurance and references and fingerprint clearance, in accordance with NYS Law and at no cost to the District.
- D. Liability for damage caused either by commission or omission of acts shall lie with the successful contractor and will be his obligation to correct under the terms of the contract.

OBLIGATION OF CONTRACTOR: At the time of the opening of proposals- each Contractor will be presumed to have read and be familiar with the Contract Documents including all addenda. The failure or omission of any Contractor to receive or examine any form, instrument or document shall in no way relieve any Contractor from any obligation in respect to his proposal. These instructions are to be considered an integral part of all proposals.

CELLULAR PHONE: The Athletic Trainer will need to carry a cell phone at his/her own expense. The District administration and staff must be able to reach the Athletic Trainer in the event of an emergency. A cellular phone is not provided by the District and there will be no reimbursement for such phone. The District will provide a landline telephone and a computer in the provided work space at the District. Both the telephone and the computer are connected to the District's network server.

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SELECTED TERMS IN RESULTING CONTRACT

DISTRICT'S RIGHT TO WORK AND/OR COMPLETE THIS CONTRACT

The District reserves the right to complete this contract or have it completed by others after delivery of a three-day notice to the successful Contractor, when in the opinion of the authorized District representative, the successful Contractor does not staff the job or causes undue delay of work. The cost to the District to complete the contract will be deducted from monies otherwise due the Contractor.

CANCELLATION OF CONTRACT

The District reserves the right to cancel the agreement for unsatisfactory service by providing fourteen days (14) written notice. The district representative shall be the sole judge of what constitutes satisfactory or unsatisfactory service on the part of the contractor.

REVIEW OF QUALITY OF SERVICES PERFORMED

There will be certain categories of significance of quality upon which the District Director of Athletics will rate the quality of the work performed by the contractor. This rating will be based primarily on the District's past experience in having similar work performed by various contractors.

The categories of significance to be considered are:

1. Daily contact with the District Director of Athletics or his designee.
2. Timeliness and attendance.
3. Cooperation in scheduling and performing work.
4. Contractor's ability to work with students and staff to complete the assignment.
5. Neatness and appropriate professional appearance and demeanor.
6. Cooperation at the site in timing the work and coordination with educational schedules.
7. Promptness and completeness of submission of invoice in accordance with specifications.
8. Adequacy of staff, skills and certifications.
9. Technology and integration competency.
10. Price and identified costs.
11. Contractor's overall related work experience.
12. Verified references.

Any inadequacies in these areas will be brought to the attention of the successful Contractor. If, in the opinion of the District, the contractor fails to correct inadequate service, the contract will be cancelled.

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SUBMITTAL OF INVOICE

A. The successful Contractor shall render invoices to the District by the 15th day of each month for all work completed during the previous calendar month. Invoices shall be made in duplicate on the standard form of the Contractor. Each invoice shall indicate the date on which work was performed, a brief description of the work, number of workers and number of hours worked,

INSURANCE

The successful Contractor shall purchase and maintain insurance which may arise from operations under the Contract. Said policies shall be purchased in the amounts set forth below to protect the Board against claims arising from or related to the operations of the Contractor and any approved subcontractors.

1. **Worker's Compensation and Employer's Liability Insurance:** Statutory Workmen's Compensation and Employer's Liability Insurance for all of its employees to be engaged in Work on this Project under this Contract, and if such work is sublet, the Bidder shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.
2. **Commercial General Liability: Bodily Injury and Property Damage Combined** single limit of \$3,000,000. Such coverage shall include: Professional Liability Insurance, Premises-Operations, Contractors Protective, Products/Completed Operations, Contractual Liability covering any liability assumed by the agreement, Personal Injury, Broad Form Property damage (including completed operations). Products and Completed Operation coverage shall be maintained for a period of two years after final acceptance of the Board. A separate aggregate limit of \$1,000,000 Combined Single Limit shall be maintained for Products/Completed Operations.
3. **Automobile Insurance:** Comprehensive Automobile Liability Insurance on owned, hired, or non-owned vehicle in amounts of less than \$1,000,000 Combined Single Limit each occurrence.
4. **Conditions of Coverage:** Bodily injury and Property Damage coverage under both Comprehensive General and Comprehensive Automobile Insurance shall include the occurrence basic wording, which means an event or continuous or repeated exposure to conditions, which results in bodily injury, sickness or disease including death at any time resulting there from. Coverage shall include liability arising from water damage, and property in care, custody and control of Contractor and subcontractor.

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5. **Contractor's and Employees' Equipment:** The successful Contractor assumes responsibility for all injury or destruction of the Bidder's materials, tools, machinery, equipment, appliances, shoring, scaffolding, false and form work, and personal property of Bidder's employees from whatever cause arises. Any policy of insurance secured covering the Bidder or subcontractors leased or hired by them and any policy of insurance covering the Bidder or subcontractors against physical loss or damage to such property shall include an endorsement waiving the right of subrogation against the District School Board for any loss or damage to such property.
6. The successful Contractor shall pay all deductibles of the District School Board's insurance for claims as a result of the negligence of the Contractor.
7. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment.
8. The successful Contractor shall require all subcontractors to carry similar insurance coverages and limits of liability as set forth above and adjusted to the nature of approved subcontractors' operations and submit same to the Board for approval prior to start of any work. In the event the Bidder fails to obtain the required certificates of insurance from the subcontractor and a claim is made or suffered, the Bidder shall indemnify, defend, and hold harmless the District School Board, its agents or employees from any and all claims for which the required insurance would have provided coverage. This indemnity obligation is in addition to any other indemnity obligation provided in the Contract.

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FORM OF PROPOSAL
(submit this signed form with proposal)

We propose to furnish, as required, labor and/or materials for **Athletic Training Services** in accordance with all the provisions and stipulations contained in the terms, conditions and specifications. State the annual cost of engagement at which the services would be provided to the District. In addition, state which principals and / or staff are expected to perform the services. We have read the instructions and specifications and understand that due to the undetermined aspects of the prospective jobs involved, a degree of cooperation may exist between the contractor and the district. In view of the aforementioned, in compliance with the proposal submitted by the district, we propose the following:

Athletic Training Services
Please list cost for full 11 months for each year

Annual Cost of Athletic Training Services:

2019-20 \$ _____

Write out amount:

Annual Cost of Athletic Training Services:

2020-21 \$ _____

Write out amount:

Annual Cost of Athletic Training Services:

2021-22 \$ _____

Write out amount:

Annual Cost of Athletic Training Services:

2022-23 \$ _____

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Write out amount:

Annual Cost of Athletic Training Services:

2023-24 \$ _____

Write out amount:

Annual Cost of Athletic Training Services:

2024-25 \$ _____

Write out amount:

The weekly average hours requested are based on current district conditions, and are subject to change annually prior to contract renewal. The District will provide the successful respondent future year level of service requirements to allow for an adjustment in contract pricing prior to Board approval for review.

Proposal submitted:

By: _____
(signature of authorized representative of corporation)

Print Name & Title: _____

Company: _____

Date: _____

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REFERENCES:

(submit this form with your proposal)

Contractors must include with their proposal, a minimum of three (3) references. References must include contact names and telephone numbers. Contractors must also demonstrate that the firm or at least one principal in the firm has been providing the necessary services for a minimum of three (3) years. Failure to include this information with your proposal may result in the proposal's rejection.

Reference (Name & District)

Telephone Number

1. _____

2. _____

3. _____

4. _____

5. _____

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Details of Management and Key Personnel
(submit this form with your proposal)

Contractors shall provide details, including curriculum vitae, of all personnel who will be engaged in the provision and management of the services required by this Request for Proposal.

Specifically Contractors shall provide this information in relation to personnel who will be responsible for:

- Identity of the key personnel who will be responsible for performing each services/task. For continuity of communication and care, preference for one full time employee.
- Technical knowledge of the personnel who will be responsible for performing each service/task.
- Qualifications of the personnel responsible for each service/task.
- Relevant qualifications and training.
- Length of time with the Contractor’s organization.
- Position now held with the Contractor and length of time in this position.
- Experience (and role) in providing similar services over the past three Years
- Provide a detailed resume for each team member. *(attach to this sheet)*

Name	Qualification	Experience

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Contact Details

(please submit with your proposal)

1. Company's Legal Name
2. Legal Address
3. Zip code
4. Telephone number
5. Fax number
6. Contact person
7. Position in Company
8. Email address
9. Website (if applicable)
10. Number of employees: Full time _____ Part time _____

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NON-COLLUSIVE BIDDING CERTIFICATION

(As required by Section 103d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporation bidder shall be liable under the penalties of perjury).

As of September 1, 1966, this Section will read as follows:

103-d Statement of non-collusion in bids and proposals to political subdivision of the state:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury.

- 1) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of any joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - a) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder or with any competitor,
 - b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
 - c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

- 2) A bid shall not be considered for award nor shall any award be made where (1) (a) (b) and (c) above have not been complied with; provided however, that if in any case the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason thereof. What (1) (a) (b) and (c) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same process being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signed: _____

Title: _____

Date: _____

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-05 – ATHLETIC TRAINING SERVICES

RESOLUTION – FOR CORPORATE BIDDERS ONLY

RESOLVED THAT _____

be authorized to sign and submit the bid or proposal of this corporation for the following project:

(Describe the Project)

and to include in such bid or proposal the certificate as to non-collusion required by SECTION ONE HUNDRED THREE - D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by:

Corporation at a meeting of its Board of Directors held on the _____ day of _____
_____ and is still in full force and effect this _____ day of _____.

(SEAL OF CORPORATION)

(SECRETARY)

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-05 – ATHLETIC TRAINING SERVICES

**HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
IRAN DIVESTMENT ACT CERTIFICATION**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rye City School District (District) receive information that a person is in violation of the above-referenced certification, District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____