

Kirkwood School District (KSD)
Request for Proposal for
CERTIFIED ATHLETIC TRAINER SERVICE
Specifications & Bid Form

Title: Certified Athletic Trainer Services
Issue Date: December 17, 2024

Contact Person: Corey Nesslage, Athletic Director
Phone #: (314) 213-6116
E-mail: corey.nesslage@kirkwoodschoools.org

Return three (3) copies of the proposal in a sealed envelope marked “Certified Athletic Trainer Proposal” no later than **Wednesday, January 8, 2025, at 1:30 p.m. (CST)**, to:

Kirkwood School District
ATTN: Mike Romay
1099 Milwaukee Street, Suite 260
Kirkwood, MO 63122

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

SIGNATURE REQUIRED

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

GENERAL INFORMATION

Kirkwood School District is seeking bids from sports training facilities to establish a Service Agreement with a facility to provide certified athletic trainer services for its high school for a three (3) year period for the school years 2025-2026, 2026-2027 and 2027-2028. The services of two (2) certified athletic trainers is requested at this time.

OBJECTIVE

To provide care and prevention of athletic injuries including therapeutic rehabilitation to allow for the least loss of

competitive time while keeping the mental and physical welfare of the athlete as the top priority.

DUTIES & RESPONSIBILITIES

1. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.
2. Responsible for certifying all coaches in sports first aid, as requested by the NFHS, and CPR/AED.
3. Responsible for referring athletic injuries to physicians for diagnosis and/or treatment.
4. Carries out appropriate instructions and treatment as directed by the (athlete's) physician.
5. Develops and supervises appropriate rehabilitation programs for athletes under the direction of the physician.
6. Assists and advises the coaching staff regarding injury prevention, conditioning programs, and the selection, care, and fitting of protective equipment.
7. Determines if a player is capable of continued participation in a game and/or practice if the player is injured.
8. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
9. Responsible for the organization, inventory and requisition of all training room supplies. Requisition of equipment and/or supplies must be submitted to the athletic director. Additionally, he/she shall submit an annual budget for all first aid and medical supply needs for the year.
10. Must be present at the site for all home contests for the following sports:
 - a.) All levels of football
 - b.) All varsity football away contests provided there is no home contest in other sports which require trainer's presence
 - c.) All boys and girls soccer contests
 - d.) All boys and girls basketball contests
 - e.) All wrestling matches
 - f.) All boys and girls track meets
 - g.) All baseball games
 - h.) All boys and girls volleyball
 - i.) Girls field hockey
 - j.) Girls lacrosse
 - k.) Boys and girls cross country
 - l.) All softball games
 - m.) All swim meets
 - n.) All tennis matches
 - o.) All water polo matches
11. Must be present 40 hours per week to cover all summer camp activities.
12. When conflicts arise, the trainer shall contact the activity coordinator to determine coverage for all practices and home contests.
13. Shall remain in the training room or on school premises until 6:00 p.m. each school day to treat athletic injuries or later if athletic contests are still being played.

DUTIES & RESPONSIBILITIES (Continued)

14. Assists the activity coordinator in scheduling and making proper arrangements for athletic physicals, non-school day practices, and late-night practices.
15. Responsibilities will extend to providing training supervision at all home athletic events including regular season, tournaments, and MSHSAA playoff contests (including weekends when necessary).
16. Ability to have a certified trainer provide daily coverage in the event of unforeseen circumstances or in absence of an assigned trainer.
17. Coverage for pre-season 2 a-day practices will be covered for up to 2 weeks Monday-Saturday, 8 hours/day.
18. Cover one varsity pre-season scrimmage per sport.
19. Coverage of pre-season jamborees for all sports.
20. Provide a float Athletic Trainer for vacations/sick days needed by assigned ATC, making sure that events are covered daily.
21. Certify all athletes participating in wrestling for mandatory MSHSAA Weight Management Program.
22. Institute Injury Exam Time during last hour of school for additional Training Room hours to evaluate new athletic injuries.
23. Provide Medical Liability Insurance for all Certified Athletic Trainers on staff.
24. All Certified Athletic Trainers will retain a Missouri State License and NATA professional registration, along with up-to-date continuing education coursework.
25. All Certified Athletic Trainers will retain CPR/AED certification for Professional Rescuer in compliance with regulations of the state.
26. Vendor will require that All Certified Athletic Trainers participate in the District required annual trainings prior to any work being performed.
27. Vendor will require that All Certified Athletic Trainers complete a Criminal Background Check through the Department of Elementary and Secondary Education at the cost of the vendor.
28. Vendor agrees that it is in compliance with the Affordable Care Act and responsible to comply with Federal regulations regarding E-Verify.

GENERAL CONDITIONS

1. The District will receive sealed Proposals from qualified individuals or firms (hereinafter "Company") to provide certified athletic trainer services for the Kirkwood School District's high school (hereinafter "District").
2. The Company must submit three (3) original copies of the proposal in a sealed envelope plainly marked with the name "**Certified Athletic Trainer Proposal.**"

3. Proposals should be delivered to:

Mike Romay, Chief Financial Officer
 Kirkwood School District
 1099 Milwaukee Street, Suite 260
 Kirkwood, MO 63122

4. Proposals will be received until **1:30 p.m. CST on Wednesday, January 8, 2025**. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
5. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
6. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal. The District, in its sole discretion, will determine whether an irregularity is minor.

CONTACT PERSON

Please direct all technical questions regarding this bid to Corey Nesslage, Athletics & Activities Director, 314-213-6116.

BID FORM

Cost per Year is the cost for each trainer with the understanding the District may need/want 2 trainers.	Cost for Year 1 (2025-2026)	Cost for Year 2 (2026-2027)	Cost for Year 3 (2027-2028)
40 hours per week per season may include Saturdays			
Additional Services (hourly cost) may include: holidays, hours in excess of 40/week, state competitions, special requests by KSD			
Please list below any additional services.			
Total Cost			

Please list below any additional services that you would feel pertinent to this service and your fee for providing them:
