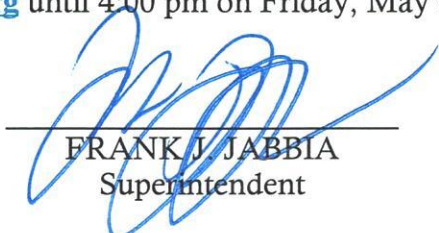


**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

**REQUEST FOR PROPOSALS (RFP) #197  
ON ATHLETIC TRAINING SERVICES**

1. Written proposals will be received until 3:00 p.m. on May 16, 2025. All proposals shall be received and date stamped by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433 by one of the methods below. All bids shall be in a sealed envelope clearly marked on the outside "**RFP #197 ON ATHLETIC TRAINING SERVICES – MAY 16, 2025**". All proposals arriving after this date and time or not in the proper location or format will be returned unopened to the proposers. The responsibility for timely delivery rests solely with the proposer. Proposals delayed through any means of delivery service and arriving after the deadline will not be accepted.
2. Proposals may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered by bidder or his/her agent in which instance the deliverer shall be provided a written receipt.
3. Alternatively, bidders also have the option to submit bids electronically @ [www.centralbidding.com](http://www.centralbidding.com).
4. Proposals submitted will be evaluated by a committee consisting of at least three (3) members appointed by the St. Tammany Parish School Board Superintendent. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.
5. An original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be submitted. **The enclosed Proposal Information Form must be completed and signed by a company official duly authorized to sign proposals/contracts. Proposals submitted without this form will be considered "non-responsive"**. All costs associated with developing, preparing, copying, and participating in the proposal process are entirely the responsibility of the proposer. The St. Tammany Parish School Board will not in any way be responsible for any costs incurred by prospective proposers.
6. Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.
7. The successful vendor shall furnish a Certificate of Insurance with coverage as stated in the Request for Proposal. Certificate must be submitted within fifteen (15) calendar days after award but prior to the contract start date.
8. In accordance with Revised Statute 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.
9. Questions will be accepted by email to [Purchasing.stpsb.org](mailto:Purchasing.stpsb.org) until 4:00 pm on Friday, May 9, 2025.

  
\_\_\_\_\_  
FRANK J. JABBIA  
Superintendent



# **St. Tammany Parish School Board**

**Request for Proposal (RFP)**

**ATHLETIC TRAINING SERVICES**

# GENERAL INFORMATION TO VENDORS

## **OBJECTIVE**

The St. Tammany Parish School Board, STPSB, is interested in accepting proposals to furnish Athletic Training Services to various STPSB schools.

The successful proposer shall provide the following services at specified practices, home and/or away games, tournaments and events for the evaluation, treatment and assistance with prevention of injuries: including without limitation: protective taping and padding as deemed necessary by the appropriate Professional Personnel, accurate and up to date record keeping regarding injuries, and correspondence with the appropriate physicians.

Proposer should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with the STPSB. Contract period shall be on the 1<sup>st</sup> day of July, 2025, and shall expire on June 30, 2028, with an option to renew on a yearly basis for two (2) additional one-year periods if both parties agree to do so.

## **Instructions to Vendors**

It is requested proposer keep their responses concise and to the point while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

**The enclosed Proposal Information Form must be completed and signed by a company official duly authorized to sign proposals/contracts. Proposals submitted without the above form will be considered “non-responsive.”**

Questions concerning this RFP may be e-mailed to the Purchasing Department @ [purchasing@stpsb.org](mailto:purchasing@stpsb.org) until 4:00 PM on Friday, May 9, 2025. Please include a contact name, mailing address, email address and telephone number in your response. **EMAIL SUBJECT LINE SHOULD STATE RFP #197 – ATHLETIC TRAINING SERVICES.**

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: RFP #197 – ATHLETIC TRAINING SERVICES

Proposals shall be received by 3:00 PM on Friday, May 16, 2025 in one of the following methods:

1. An original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to:

**St. Tammany Parish School Board  
Attn: Purchasing Department  
RFP #197 – ATHLETIC TRAINING SERVICES  
321 North Theard Street  
Covington, LA 70433**

2. Proposals may be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com)

***Any proposals submitted after the above date/time will be disqualified and returned unopened***

## **INDEMNIFICATION AND INSTITUTION REQUIREMENTS**

The successful proposer shall agree to defend, indemnify and hold the STPSB, its officers and employees harmless from any and all loss or damage (including reasonable attorney's fees and other costs of litigation) caused in whole, or in part, by the vendor's negligent or willful acts or omissions and the negligent or willful acts or omissions of the vendor's agents or employees.

The successful proposer shall agree to defend, indemnify and hold the St. Tammany Parish School Board harmless in any suit against the St. Tammany Parish School Board, or its employees, agents or students, alleging injuries or damages arising out of the service provided; however, that nothing contained therein shall require the successful vendor to defend or indemnify the St. Tammany Parish School Board for injuries or damages arising out of the negligence of the St. Tammany Parish School Board, its agents, or employees.

**Contract Law:** Any contract and/or purchase order(s) resulting from this RFP shall be subject to the laws of the State of Louisiana and all other applicable State of Louisiana statutes or regulations. Any vendor shall consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and shall waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), and the vendor's response to this request for proposal.

**Contract Assignment:** No portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools.

## **FINANCING**

The proposer shall provide a contract, which includes this Request for Proposal (RFP) and vendor response, to the STPSB. The contract will include complete pricing. If for any reason the STPSB should lose funding from any source, including approval of the funding budget by the STPSB, the STPSB is only responsible for the purchase orders processed up to the time of the funding loss.

## **VENDOR EXPENSE**

The St. Tammany Parish School Board will not be responsible for any expenses incurred by a vendor in the development of a response to this request including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the School Board or its representatives. Further, the School Board reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the School Board has formally accepted a recommendation.

**Notice:** All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under LA RS 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents **CONFIDENTIAL** prior to submission to the STPSB.

Proposer shall clearly and boldly note the cover sheet in bold type specifying the pages and clearly mark each page which are considered restricted in accordance with LA law. Proposer's self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

**NOTE:** In accordance with La. R.S. § 42:1267 3(a)(b), successful proposer with access to STPSB Information Technology assets will be required to complete a cybersecurity training provided by STPSB during the term of the contract, annually and during any renewal periods.

## **PROPOSAL FORMAT**

### **GENERAL REQUIREMENTS**

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a sealed proposal. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the School Board.

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Provide your proposal utilizing the same format and order of major headings as defined within this scope.

The proposal should be organized into the following major sections:

### **EXECUTIVE SUMMARY:**

Provide a brief general description of business including:

- The name and location of company, including the location of the office that will be serving the St. Tammany Parish School Board
- A brief general description of business
- The number of years company has been in business
- If the organization is a subsidiary of another corporation, the name of the parent company
- The number of personnel employed by company (please include the number of staff dedicated to provide requested services)
- Name, **resume, and copy of state license and/or national certification of the** staff that would serve St. Tammany Parish School Board. St. Tammany Parish School Board acknowledges that the assigned staff could change during the course of the contract

### **REFERENCES:**

Please provide, if possible, three (3) references in which similar contracts have been provided to school or educational organizations. Include the name, address, and telephone number of a key contact person and a brief description of the services provided.

## **INSURANCE REQUIREMENTS:**

The Proposer performing services or providing materials for the St. Tammany Parish School Board must supply a current Certificate of Insurance evidencing the following minimum insurance coverage:

- PROFESSIONAL LIABILITY insurance coverage on Professional Personnel providing services with a minimum coverage of \$1,000,000 per occurrence or in the alternative, a plan of self-insurance pursuant to the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 et seq.) whichever is less burdensome.
- WORKERS COMPENSATION, including all states coverage:
  - Employers Liability Limits: \$100,000 Bodily Injury (each accident),  
\$500,000 Bodily Injury (policy limit by disease),  
\$100,000 Bodily Injury (by disease, each employee)
- COMMERCIAL GENERAL LIABILITY, including Premises and Operation, Independent Contractors, Products/Completed Operations, Blanket Contractual for Oral and Written Contracts and Broad Form Property Damage.
  - General Aggregate (Other than Products and Completed Operations):  
Limit - \$2,000,000
  - Products/Completed Operations Aggregate: \$2,000,000
  - Each Occurrence Bodily Injury, Property Damage, Personal & Adv. Injury:  
Limit - \$1,000,000
  - Fire Legal Liability: Limit - \$ 50,000
  - Medical Payments: Limit - \$ 5,000
- All companies affording coverage must be rated no less than "A - VIII" by AM Best Company. Certificate of Insurance issued pursuant to these requirements are to indicate the following:
  1. Name and Address of Agency/Broker
  2. Name and Address of Insured
  3. Name and Address of Insurance Carrier
  4. Effective dates and expiration dates of each policy
  5. Limits of coverage and policy numbers
  6. Name and address of CERTIFICATE HOLDER

In the event of cancellation, the Certificate Holder will require thirty (30) days advance written notice thereof.

## **SCOPE OF SERVICES:**

The Athletic Trainer shall provide the following services at specified practices, home and/or away games, tournaments and events for the evaluation, treatment and assistance with prevention of injuries: including without limitation: protective taping and padding as deemed necessary by the appropriate Professional Personnel, accurate and up to date record keeping regarding injuries, and correspondence with the appropriate physicians. These services are referred to as "Athletic Training Services."

The specific schools, sport, practices, games and other events to which the successful proposer applies are specifically set forth in Exhibit A, attached hereto. The successful proposer shall be required to provide Athletic Training Services only to and solely for those sports, practices, games or events expressly listed in Exhibit A.

- The Professional Personnel shall be registered and licensed in Louisiana as an Athletic Trainer. All Athletic Trainers employed or contracted by the vendor will possess state license and/or national certification from the National Athletic Trainers Association Certification Commission required by their respective association or profession, as per Louisiana Revised Statute 37:3306.1.
  - All professional personnel and subcontractors (if applicable) of the successful proposer who will be performing work on any phase of the contract arising out of this proposal may be subject to a criminal history background check by the STPSB. Such persons, if requested by the STPSB, must provide fingerprints and other required information to facilitate such a check. At the completion of a background check, the STPSB may, at its sole discretion, decide that a particular Contractor employee be prohibited from entering the STPSB properties.
  - The District maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and on school property at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.
- Provide basic educational information regarding injury prevention, training room procedures and support services to Athletic Director(s).
- The Athletic Trainer shall maintain and submit an accurate record of student treatment/assessment rendered for all athletic injuries to the Athletic Director and coaches. All records are considered property of and shall remain property of St. Tammany Parish School Board.
- The Athletic Trainer will provide the Athletic Director with a list of equipment and supplies based on need required to render the services in sufficient time to permit the athletic department to obtain such equipment and supplies. Prior to each season the Athletic Trainer shall inventory medical supplies and re-stock medical kits (provided by the School) for each team.
- The successful proposer will develop a list of emergency contact information and phone numbers to be distributed to Athletic Directors and coaches.
- The successful proposer shall provide a cell phone for their Athletic Trainer at all times.
- The successful proposer shall have an assigned Physician present for all home varsity football games.
- The successful proposer shall provide free physicals for all student athletes at all eight high schools once a year.

- The successful proposer shall provide the School and its athletes with access to certain neurocognitive testing software ("Software") and post-concussion management resources that assist in the treatment of concussions and subsequent concussion recovery (Recovery Program).
  - Describe in detail the software being offered.
- Both parties agree to provide or use the Software in compliance with the following terms and conditions:
  - School athletes are not required to participate in the Program or use the Software. All participation in the Program by School athletes or testing conducted on School athletes using the Software shall be on a voluntary basis only with prior written consent to be provided by the athlete and/or an athlete's parent or guardian as is applicable.
  - Any participant in the Program who sustains a concussion while participating in a School sponsored athletic event shall have, in his or her sole discretion or the sole discretion of his or her parent or guardian, the choice to seek follow-up medical treatment and concussion management from the vendor or any other medical provider.
  - Under no circumstances shall School, the successful proposer, or any athletic trainer, physician, or other employee require any School athlete to seek medical treatment from the successful proposer's healthcare provider or at the successful proposer's facility including, but not limited to, medical treatment or post-concussion management for a concussion sustained while participating in a School sponsored athletic event.
  - The Program will be available to senior high school athletes only (grades 9-12) within the school system.

## **COSTS:**

Proposer must describe and define all costs associated with an annual contract for Athletic Training Services. Mileage, labor, supplies and any other expenses incurred by the Athletic Trainer in the performance of athletic training duties during the sporting season will be inclusive in the base bid. Please provide details of any additional services you are willing to provide that are not specified in the RFP.

## **OBLIGATIONS OF THE SCHOOLS:**

Provide and make available the space, utilities, equipment, supplies and services reasonably necessary for Professional Personnel to fulfill their duties. This includes, but is not limited to, adequate facilities for a training room and adequate access to training room for all athletes.

## **INDEPENDENT CONTRACTOR:**

It is specifically understood and agreed that the relationship between the successful proposer and the STPSB is, and shall be considered at all times, one of independent contractor. Neither the successful proposer nor any employee or subcontractor of the vendor is or will be considered to be an employee of STPSB for any purpose. Neither the successful proposer nor any employee or subcontractor of the successful proposer will be eligible for, or participate in, any employee pension, health, or other employee benefit plan of School.

School shall not be obligated to pay or withhold on behalf of the successful proposer or Professional Personnel, any state or federal payroll deductions, federal income taxes, state income taxes, FICA, FUTA, workers' compensation, state unemployment contributions, pension, profit sharing, retirement or disability payments or premiums. The successful proposer understands and agrees that it is solely responsible for the payment and withholding of all such sums which may be due and owing to the Professional Personnel.

#### **OTHER SERVICES, FEES AND BILLING:**

All medical, diagnostic, rehabilitation and surgical treatment or other services performed by the successful proposer ("Medical Services"), will be billed and collected by the successful proposer from the patient or appropriate third-party payers, including, but not limited to, Medicare and Medicaid and nothing shall be considered as requiring School to be responsible for any such Medical Services, unless otherwise agreed in writing. The successful proposer will not charge athletes for services rendered during school sponsored events as listed in Exhibit A.

#### **TERMINATION OF CONTRACT:**

If the successful proposer fails to comply with the proposal specifications, the St. Tammany Parish School Board will give thirty (30) days written notice to the successful proposer to render service in compliance with the proposal and contract. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, the St. Tammany Parish School Board reserves the right to cancel the contract at no cost to the School Board and to secure services from another source.

#### **TERMINATION FOR CONVENIENCE:**

The St. Tammany Parish School Board may terminate a contract, in whole or in part, whenever the School Board determines that such termination is in the best interest of the School Board, upon 30 day written notice to the successful proposer. The successful proposer will be paid for the work performed. The successful proposer shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

#### **CONFLICT(S) OF INTEREST:**

In the event the successful proposer becomes aware of any conflicts or potential conflicts of interest, the successful proposer and/or third-party payers shall immediately notify the Superintendent or designee, in writing, of such conflict. In the event the conflict cannot be resolved to the satisfaction of the STPSB, the STPSB reserves the right to terminate the contract.

## CRITERIA FOR EVALUATION:

| CRITERIA                                | POINTS     |
|-----------------------------------------|------------|
| COST                                    | 40         |
| SERVICE & OBLIGATION                    | 30         |
| EXPERIENCE OF VENDOR                    | 20         |
| QUALIFICATIONS OF PROFESSIONAL PERSONEL | 10         |
| <b>TOTAL</b>                            | <b>100</b> |

## EXHIBIT A

### Athletic Training Services

#### Provided Coverage of Listed Events

Only the following listed events will be covered by Professional Personnel from the period of July 1, through June 30. All other coverage must be pre-approved and mutually agreed upon in writing by the successful proposer and St. Tammany Parish School Board prior to the event:

| EVENT                                                                   | COVERAGE                                                                                                       |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Football Home Practices Regular Season                                  | 3.5 hours per practice                                                                                         |
| Football Home Practices Pre-Season                                      | 4-3.5 hours per practice session plus 2 hours per day for treatment if needed                                  |
| Football Home Games and Scrimmages                                      | 2 hours prior to game until end of game                                                                        |
| Football Away Games                                                     | Travel time plus time and any additional time as requested by School Athletic Director or Head Football Coach  |
| Girl's and Boy's Basketball Home Games                                  | 3.5 hours per game or until the end of game                                                                    |
| Girl's Volleyball Games and Practices                                   | 2.0 hours per practice; 2.0 hours per game with trainer coverage 1.0 hour before and after practices and games |
| Girl's and Boy's Soccer Practices and Games                             | 2.0 hours practice; 2.0 hours per game with trainer coverage 1.0 hour before and after practices and games     |
| Boy's and Girl's Track and Cross-Country-Home events only (no practice) | 4.0 hours per event                                                                                            |
| Boy's Baseball Games-Home events only (no practice)                     | 4.0 hours per event. Not to exceed 8 hours per event                                                           |
| Boy's Baseball Home Games                                               | 3.5 hours per game or until the end of game                                                                    |
| Girl's Softball Home Games                                              | 3.5 hours per game or until the end of game                                                                    |
| Wrestling Home Matches                                                  | 3 hours per match                                                                                              |

**Schools to be covered:** Northshore High School, Covington High School, Fontainebleau High School, Mandeville High School, Salmen High School, Lakeshore High School, Slidell High School and Pearl River High School

- All season summer time workouts for football and volleyball shall be covered during June and July.
- Please provide any additional coverage that may be added that is not specified in the above coverage.

## **VENDOR CHECKLIST**

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected because the respondent simply failed to comply with the required preparation and submission requirements.

- \_\_\_\_\_ Have you performed a final review of your response to ensure you have included all required documentation?
- \_\_\_\_\_ Have you verified all amounts to ensure that they are complete and accurate?
- \_\_\_\_\_ Is your envelope properly marked? See page 2 of the RFP for further details.
- \_\_\_\_\_ Have you included an original, five (5) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.)?
- \_\_\_\_\_ Enclosed is a copy of state license and/or national certification.
- \_\_\_\_\_ Have you completed and signed the enclosed Proposal Information Form?  
This is a required form and must be submitted with your proposal. Proposals submitted without this form will be considered “non-responsive” and will not be evaluated.

## PROPOSAL INFORMATION FORM

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

Legal Name of Agency Submitting Proposal

STATE LICENSE NUMBER(S): \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Company Official (Duly authorized to sign proposals/contracts)

\_\_\_\_\_  
Typed or Printed Name & Title of Company Official