SANTA FE INDEPENDENT SCHOOL DISTRICT

4133 WARPATH ~ P.O. BOX 370
SANTA FE, TEXAS 77510-0370

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REQUEST FOR QUALIFICATIONS
Athletic Training, Medical Support, and Related Services

RFQ# 24-25-005

CLOSE DATE: Friday, May 23, 2025

TIME: 2:00 PM CST

SUBMIT QUALIFICATION PACKET AT 4133 WARPATH SANTA FE TX, 77510

Date Issued: 05/09/2025
Revision Date: 05/05/2025

BACKGROUND

Santa Fe ISD (SFISD) is a K-12 public school district in Galveston County serving a student enrollment of over 4,200. The district currently consists of 5 campuses and an administrative site. The intention of this Request for Qualifications (RFQ) is to solicit qualifications for Athletic Training, Medical Support, and Related Services.

QUESTIONS AND ANSWERS:

Questions or clarifications pertaining to this RFQ shall be posted to the SFISD website before the due date **Monday, May 19, 2025, 09:00 AM CST.** Questions received by the deadline and corresponding answers will be included in an Addendum and posted in the website. You will not be able to send messages after the Q&A deadline.

DEMONSTRATIONS/INTERVIEWS

The Evaluation Committee will review submissions and reserve the right to create a short list of vendors based on the factors used to evaluate qualifications. Product Demonstrations/Interviews may be scheduled with the short-list vendors. The District reserves the right to use the same weight factors for Product Demonstrations/Interviews as in the Evaluation Criteria or adapt new factors.

SPECIAL NOTE

Please be reminded that all Santa Fe ISD campuses and departments are vape, tobacco, drug, and weapon free facilities. Vendors are responsible for the conduct of their employees and adherence to Santa Fe ISD building policies. No work shall interfere with school or system activities or environment unless permission is given by the District.

GENERAL TERMS, CONDITIONS AND REQUIREMENTS FOR SOLICITATIONS

This solicitation shall be governed by the documents incorporated and the general provisions posted on the SFISD website. A copy may be obtained at https://www.sfisd.org/departments/business/current-bids-and-proposals or by contacting sarah.pfluger@sfisd.org.
Proposers are required to respond to all requests outlined in this RFQ. By submitting a proposal, each Proposer affirms that they have reviewed and agree with the agreement for services, general provisions, terms, specifications, and requirements stated in this RFQ. The submission of a proposal constitutes the proposer's acceptance of and agreement to the terms and conditions of this Request for Proposal. Proposers are required to sign the Vendor Acknowledgement Form to confirm their assent to the terms and conditions.
Only authorized dealers may bid on requested equipment. At the discretion of SFISD, a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to sell, service, and maintain the equipment.

The terms, conditions, specifications, and requirements in this RFQ, along with any issued Addenda, will become part of the Agreement between SFISD and the Vendor. The selected Vendor will be required to execute a written contract for all goods, services, and deliverables required under the Agreement. No Vendor will acquire any rights or interest until the District executes the Agreement. The District reserves the right to modify Agreement terms if deemed in SFISD's best interest and do not substantially change the scope of the Board award. SFISD does not sign Vendor contract forms. If a Vendor requests changes to the District's standard Agreement form after a project is awarded, the District reserves the right to cancel the award and re-award the project to an alternate Vendor. If a Vendor requires the execution of a license agreement or additional contract documents, the District may review and amend them at its discretion.

The District reserves the right to waive minor technical defects in a proposal, reject any and all proposals, reject any part of a proposal, advertise for a new proposal or make the purchase on the open market if the price or services can be obtained at a better price.
The contract period for this RFQ will be for five years (5), with an option for the District to renew for one (1) additional five-year terms or as otherwise specified in the Agreement. The parties hereto acknowledge that in the event funding for the provision of services is not appropriated or provided in budget for the next fiscal year, the District may immediately terminate the this contract without penalty and its duties related should cease to exist.

ALL SANTA FE ISD SOLICITATIONS AND ADDENDUMS CAN BE ACCESSED THE DISTRICT WEBSITE www.sfisd.org/departments/business/current-bids-and-proposals **PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE PROPOSER TO CHECK FOR ANY ADDENDUM ON SFISD'S WEBSITE PRIOR TO SUBMITTING A QUALIFICATION.**

Compliance with Gov't Code 552.372: The requirements of the Texas Public Information Act, Chapter 552 of the Texas Government Code, Subchapter J, may apply to this bid or contract if it is valued at more than $1 million. The contractor or vendor agrees the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter, including the preservation of all "contracting information" (as defined in 552.003 provision, upon request of the governmental entity with whom you are contracting, of all contracting

information. Contracting information includes, but is not limited to, records, communications and other documents related to the bids process, contract, payments, receipts, scope of work/services, and performance.

INTERLOCAL AGREEMENTS WITH OTHER SCHOOL DISTRICTS THROUGH THE CENTRAL TEXAS PURCHASING ALLIANCE

Membership. Santa Fe Independent School District is a member in good standing of the Central Texas Purchasing Alliance (CTPA/txctpa.org), an alliance of over 40 school districts in Texas representing over a million students, sharing information, documents, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.

Adoption of Awarded Contracts. In support of this collaborative effort, all awards made by Santa Fe Independent School District may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.0331(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better pricing and purchasing terms established by the originating district.

VENDOR COMMUNICATION:

Communication between the Purchasing Department and vendors is imperative and encouraged. Steps must be taken, however, to maintain a fair opportunity to compete for all vendors and avoid any appearance of favoritism. In order to protect the integrity of the process, once the solicitation is issued, please observe the following:

Other than the Assigned Buyer listed, all communication regarding this RFQ with district employees, staff, consultants or Board members is strictly forbidden and may result in disqualification.
All request for clarifications, information and questions must be submitted in writing to the Assigned Buyer during the Question and Answer time frame outlined in the solicitation document.
All responses and necessary corrections to the solicitation will be communicated through the addendum process by the Assigned Buyer.
By following the above referenced guidelines, will make certain the District is maintaining a "level playing field" among all eligible vendors during the solicitation process.

EVALUATION CRITERIA

Selection will be made on the basis of demonstrated competence and qualifications in accordance with Texas Government Code sections 2254.004. Submissions shall be evaluated using the evaluation criteria listed below. SFISD reserves the right to award contracts as best meet the District's needs such as per section, groups, or all.

	Evaluation Criteria	Point System
1	**Firm's Approach** Firm's approach, supporting documentation, evidence of competence to undertake such effort.	20
2	**Methodology** Firm's experience providing athletic training and medical support for a Texas public school district. Explanation of project methodology, unique challenges, and any other relevant information.	30
3	**Qualification** Qualifications, certifications, the experience of key personnel. Qualifications, certifications, experience of team proposed for these services.	25
4	**Past Experience** Firm's Past experience with SFISD and/or other Districts. K-12 Experience, Higher Education, Governmental Experience or organizations.	15
5	**References** Three (3) References from prior clients for which your firm has provided comparable services. List of References should come from past project examples listed within this RFQ.	10
	TOTAL	**100 points**

RFQ SCHEDULE:

Santa Fe ISD anticipates following the schedule outlined below for this RFQ. Please note that the schedule is an estimate, and actual dates may vary

	Activity	Date
1.	RFQ starts to advertise (1st run)	May 9, 2025
2.	RFQ advertises (2nd run)	May 16, 2025
3.	Vendor Questions Due	May 19, 2025
4.	Deadline for submitting Qualifications	May 23, 2025
5.	Demos/Interviews	If Necessary, committee will set dates.
6.	Awarded Vendor with be notified pending board approval	June 2025

SPECIAL TERMS AND CONDITIONS

PURCHASE ORDER:

1. All Purchase Orders shall include the proper Santa Fe Independent School District purchase order number.

2. SFISD purchase order number shall be referenced on all Invoices.

3. Services are to be rendered to Santa Fe Independent School District ONLY when a district approved purchase order has been received by your firm. Under no circumstances, should services be provided to the District without a properly drawn District purchase order.

4. If your firm provides service without a properly drawn District purchase order, you are **NOT GUARANTEED PAYMENT** and service you have provided could be constituted as a donation to the District.

5. Please inform any staff member that handles the Santa Fe Independent School District account of these procedures.

INVOICE:

1. Invoices should be submitted showing Itemized description of the products delivered.

2. Each invoice shall reflect the agreed upon pricing

3. Invoices shall reference the **purchase order number** and the campus/department placing the order.

4. Invoices shall indicate back-order, cancellations and substitutions.

5. Invoices shall be sent to Accounts Payable Accounts.Payable@sfisd.org with a copy to the SFISD requesting department/campus.

READ THIS DOCUMENT CAREFULLY.
DO NOT ASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM SFISD.

SUBMISSION REQUIREMENT

Santa Fe ISD will accept statement of qualifications submitted in person at 4133 Warpath or mailed to P.o. Box 370, Santa Fe, TX 77510 until **May 29, 2025 at 2:00 PM**.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that all requested documents and/or information be submitted in the manner specified in this RFQ. All documents and requirements including Questionnaires should be completed and uploaded as part of the qualification submission.

Requested Documents: Complete and submit the documents listed below:

RFQ Questionnaire
- 1 – Firm's Approach
- 2 – Methodology
- 3 – Qualifications
- 4 – Past Experience Questionnaire
- 5 – References
- 6 – Additional Information
- 7 – Required Forms

- Sample Documents:
  Contractual documents provided as examples. Vendor will be required to sign and/or submit these upon notification of award.
  - Agreement for Services
  - Data Protection Addendum (DPA)
  - Insurance Requirements

- EDGAR Certifications Form
- Insurance Requirements

- Forms
  - 1295 Form: Complete on https://www.ethics.state.tx.us
  - Conflict of Interest Questionnaire (CIQ)
  - Vendor Acknowledgement Form
  - Suspension and Debarment Form

Please note the location, type and requirements of these forms are located in the SFISD's website under purchasing. Forms requiring signatures must be signed. Qualifications may be deemed non-responsive if requested documents are not submitted.

Questionnaire:

Questionnaire should be downloaded and completed in its entirety with the information requested. Questionnaire will be deemed incomplete if the information requested is not provided in the questionnaire.

Insurance Requirement:

Vendors shall submit to the District the requested Certificate of Insurance (COI) as outlined in the solicitation upon notification of award. The COI shall be effective from the start of the contract and maintained without lapse throughout the term of the contract Failure to maintain appropriate insurance may result in non-renewal of the contract.

It is the vendor's sole responsibility to ensure timely submission. FAXED OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED.

The public bid opening will be conducted in person at 4133 Warpath Santa Fe, TX 77510.

SCOPE OF WORK

The Santa Fe Independent School District ("SFISD" and/or the "District") is soliciting qualifications for Athletic Training, Medical Support, and Related Services. The District is seeking to partner with a healthcare organization to provide SFISD with 1) medical support services with Athletic Trainers, and 2) experience with supporting student learning and observatory experiences.

This RFQ seeks qualifications from a provider that can provide services to SFISD student athletes and the students attending sporting events in SFISD. The SFISD Athletic Department supports student athletes in their sports endeavors and must ensure the safety and wellness of athletes. In addition to the support of the athletes, the hospital and/or medical facility chosen must provide medical services for cheerleaders, dance team members, band students, and any student participating in events on SFISD fields or facilities.

ATHLETIC TRAINING - MEDICAL SUPPORT SERVICES

The vendor must provide the District with licensed athletic trainers in support of SFISD athletic

events at the High School campus and Junior High campus. Each athletic trainer will work under the direction of a licensed physician, assigned by the provider, who is licensed to practice medicine in the State of Texas.

Services will include evaluation and treatment of injuries sustained by SFISD students during school athletic events and practices, application of first aid, and recommendation for exercise or physical measures for minor injuries. The District expects the athletic trainers to:

- Recognize and assess injuries and recommend a course of treatment or rehabilitation; provide a referral if needed.
- Advise on the needs and purchases of athletic trainer supplies.
- Assist the Athletic Director with the continuing education program for the schools' coaching staff.

The provider will keep accurate records of all athletic injuries reported by school students as occurring during school athletic events, and all rehabilitation procedures administered by Athletic Trainers.

The District is seeking a vendor who can provide ambulance coverage during all varsity football games at all SFISD stadiums and other special events. The District seeks to have a physician available on-site for all SFISD varsity football games at SFISD venues.

The District is seeking a vendor who performs physical exams for SFISD student athletes and expects all medical staff to be well versed in, but not limited to, concussion management baseline testing, hydration testing, heat advisory requirements, and other sport medicine services. The vendor will provide coordination between injured athletes, coaching staff, and the team or family physician.

SFISD is prepared to provide athletic training rooms and appropriate equipment for the development of preventive programs.

Please be prepared to respond on your firm's ability to provide the following specific services to the District:

- Provide funding for an Asst. Athletic Trainer who will serve as a liaison between SFISD and the medical community supervised by the Athletic Department.
- Assistant Athletic Trainer on High School campuses daily with the ability to increase this number as the District grows, which includes residents and/or interns
- Trainer coverage at all SFISD Junior High School sporting events, and provide services to JH students athletes during the week
- Provide Saturday morning injury clinic for SFISD student athletes
- Provide student athletic trainer educational opportunities
- Provide a Doctor to every varsity game
- Provide PRN Athletic Trainers for coverage of trainer absences, tournament coverage, and or high scheduling conflicts
- Provide physical exams for SFISD student athletes

Invoicing Procedures:

Vendor shall maintain records to assure proper accounting of all services rendered under this Agreement to include, but not limited to the following:

a. Provide invoices in a timely manner, inaccurate invoices presented may incur a delay in payment.
b. SFISD will issue a purchase order for the services being requested in accordance with this solicitation.
c. Invoices submitted to the district must specify in detail the requested service, the appropriate requesting department and reflect the purchase order number as shown on the purchase order.
d. Invoices are to be submitted to the address specified on the individual district purchase order and SFISD Accounts payable Department.

Agreement for Service, Data Protection Addendum (DPA), EDGAR and COI

a. Upon award notification, vendor(s) must sign the FBISD Agreement for Services, EDGAR Certifications Form, Data Protection Addendum (DPA) and submit a valid Certificate of Insurance (COI). After all qualifications are received and evaluated, the recommended vendor(s) will be required to sign any additionalcontract documents. Following Board approval, the District will execute and return the Service Agreement.
b. SFISD DPA relates to all software, web-based resources, online subscriptions, Training, Support, Implementation and/or services included in the vendors goods or services to be provided to the district that will include any staff or student information shared between the District and the vendor.
c. Insurance Requirements as outlined in the Insurance Requirements Exhibit.

SUBMISSION REQUIREMENT:

The following is a list of the information that each firm must provide. This description directly aligns with the five (5) evaluation criteria weight factors outlined above. Failure to include all required information may result in disqualification from the selection process. If a vendor does not submit all the required documents and information or takes exception to any listed requirements, they may be deemed nonresponsive or subject to point deductions. It is crucial that all documents and information be submitted in the appropriate section on Bonfire.

FIRMS APPROACH:

- Briefly describe your firm's understanding of SFISD's needs.
- Describe your firm's approach for this effort, proposed schedule, team member involvement, and how you will work with the District staff in providing the services requested by the district in this RFQ.

METHODOLOGY:

- Provide a description of how your firm is organized and discuss your firm's experience as a provider in this field, including any unique challenges faced and solved, and any other

relevant details.

- How does your firm plan to ensure seamless communication with District staff to guarantee deliverables and projects are completed on schedule and to address any concerns?

QUALIFICATIONS:

- Provide resumes of the firm's key personal and include qualifications, certifications, the experience of personnel/team proposed for this task. Provide average years of tenure with your firm for all resources.
- List team members that will be assigned to this project. Include copies of team members'resumes including qualifications, certifications, and experience.
- What experience does your firm have in providing the services outlined in this RFQ.

PAST EXPERIENCES:

- List relevant experience with SFISD.
- Describe your experience as a service provider to public schools that have utilized your services.
- Provide information for three (3) successful projects completed within the last five (5) years for school districts, institutions of higher education, or governmental entities, that are similar in scope to the services requested in this RFQ.
    - For each project, include the following:
        a. A brief description of the services provided.
        b. Contract details (e.g., Contract title and number, contract start date and end date).
        c. An explanation of how the experience is relevant to the services requested in this RFQ.
        d. Contact information for the client.
    - The District reserves the right to use this information to determine the firm's ability to perform the services requested in this RFQ

REFERENCES:

Provide a minimum of three (3) references that your firm has provided comparable services. The references should be from past projects listed within this RFQ. References will be contacted via e-mail with a specified deadline. If no response is received by the deadline, there will be points will be deducted in this section. Include all contact information as outlined in the questionnaire. No Santa Fe ISD references.

ADDITIONAL INFORMATION (OPTIONAL):

Provide or include any other information you believe would be helpful in assessing your firm's ability to perform the services being requested by SFISD.

Required Forms:

Download all required forms, complete, sign and upload under the required forms section.
1295 Form
Vendor Acknowledgement Form
Suspension and Debarment Form
Conflict of Interest Questionnaire (Form CIQ)