

WEST DES MOINES COMMUNITY SCHOOL DISTRICT

**3550 Mills Civic Parkway
West Des Moines, IA 50265**

REQUEST FOR ATHLETIC TRAINING SERVICES PROPOSAL February 25, 2026

You are hereby notified that the West Des Moines Community School District (the “District”) will consider proposals for athletic training services to be performed at Valley High School, Valley Southwoods Freshman High School, Stilwell Junior High School, and Indian Hills Junior High School for a period of 3 years.

Questions will be due by March 6, 2026 before 2 PM Central Daylight Time (CDT) via email to Zac Sinram at sinramz@wdmcs.org and will be returned to interested contractors by March 11, 2026 on or before 4:00 PM.

Proposals will be accepted before 12:00 P.M. CDT on March 24, 2026. Proposals can be emailed to Zac Sinram and Kurt Subra (subrak@wdmcs.org). Alternatively, proposals can be delivered to the District Office located at 3550 Mills Civic Parkway, West Des Moines, Iowa. The proposals should be addressed to:

Kurt Subra, Chief Financial Officer
West Des Moines Community School District
3550 Mills Civic Parkway
West Des Moines, IA 50265

Only proposals received at the location above in the time frame given will be considered.

Please mark your reply envelopes: “Request for Proposal - Athletic Training Services” and place the name of the company submitting the proposal on the outside of the envelope.

The District is not responsible for any expense incurred in preparing and submitting a proposal, taking any action in connection with the selection process, or for the costs of any services performed by any firm or person prior to the execution of a contract with a contractor.

All proposals become the property of the District and will not be returned to the proposed contractors. Following the opening of the proposals, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. All documents submitted with any bid or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the “Iowa Open Records Law”. By submitting any documents to the District in connection with a bid or proposal, the submitting party recognizes that and waives any claim against the District and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the District and its officers and employees harmless from any claims arising from the release of any document or information made available to the District arising from any bid or proposal opportunity.

Any corrections or changes to this RFP will be made by addendum or a revised document issued by the District and distributed in the manner in which this RFP was distributed. It is the responsibility of the proposer to obtain all corrections and changes prior to submitting a proposal.

The terms and conditions of this RFP and the resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of the District.

The District reserves the right to reject any and all proposals and to accept the proposal deemed to be in the best interest of the District in its sole and absolute discretion.

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SCOPE OF SERVICES

The District is soliciting the services of athletic training for 3 years starting August 1, 2026.

The purpose of this RFP is to evaluate and select licensed athletic trainer provider (s) having the experience and qualifications to provide services to the District's student athletes and staff located at two (2) high schools and (2) junior high schools. The District is requiring 1 trainer at each event, unless otherwise specified in **Exhibit 1**.

REQUIRED ATHLETIC SERVICES PERFORMED

See **Exhibit 1** for required services for regular season events and post season/state tournament events.

REQUIRED INFORMATION

Item 1: The Proposal must clearly outline the following with respect to individual athletic trainer' s/trainers' certification and licensure, and training:

- a. The athletic trainer(s) must be licensed by the State of Iowa.
- b. The athletic trainer(s) must be certified by the National Athletic Trainer's Association Board of Certification.
- c. The athletic trainer(s) must submit to a criminal background check and abuse registry checks as conducted by the District.
- d. If the contractor knows the names of the trainer(s) who would be assigned to the District under the contract, please include the resume(s) of the individuals.
- e. Outline the training that your athletic trainer will have related to the concussion management.

Item 2: The Proposal must clearly outline the following with respect to the individual athletic trainer's selection, placement, and evaluation:

- a. The input the District may provide with respect to the hiring and/or placement, evaluation, and termination or reassignment of an athletic trainer in the District.
- b. A discussion of the evaluation process conducted by the contractor related to personnel.
- c. A discussion of the process by which the contractor will collect information from the District pertaining to that evaluation.

Item 3: The Proposal must address the following issues with respect to the athletic trainer's attendance and availability:

- a. The process used to comply with the contract when simultaneous events occur.
- b. The process used in emergency situations when the athletic trainer is unavailable to attend practice and/or events.
- c. The process used in non-emergency situations (vacation, etc.) when the athletic trainer is unavailable to attend practice and/or events.
- d. The process used in situations where multiple athletic trainers are required. For example: wrestling invitationals, concurrent events, and multiple sites.
- e. The process used in situations where the District may request training outside the normal scope of the school program. For example: Youth Track Meet.

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Item 4: The Proposal must outline the following related to care beyond the scope of the athletic trainer:

- a. The process used to advise the individual student/parent of the need for care beyond the individual athletic trainer's abilities.
- b. Disclosure of any affiliations or relationships and/or expectations related to the referral process of students for additional services. There must be agreement that students and their families have the right to choose any medical or other provider.
- c. A discussion of the need for additional coverage at events to include EMS Services and additional medical or training staff.

Item 5: The Proposal must outline the contractor's expectations of the District in terms of the supply of the following items:

- a. Athletic training facility.
- b. Athletic training equipment.
- c. Athletic training supplies.

Item 6: The Proposal must outline the contractor's expectations of the District in terms of financial remuneration:

- a. Annual fees.
- b. Payment timelines.
- c. Fees for additional services to include items outlined in **Exhibit 1**.

Item 7: References:

- a. Listing no less than five (5) current and/or former schools/organizations that the contractor works with/has worked with in the past three years.
- b. Must include the name and contact information for the point of contact at the school/organization

EVALUATION CRITERIA

It is the District’s intent to review all proposals received and select a contractor based on ability to provide quality services at a reasonable price. To aid in this process, points will be assigned to certain of the questions presented in the RFP. Those items without points assigned will not be used in computing the score received but will instead be used as a basis for possible disqualification. The District will evaluate the responses to this RFP by reviewing the responses to each of the questions and assigning points within the maximum points allowed for each question. The total points for each respondent will be accumulated and the respondents will be ranked based on the total number of points received by each respondent. The maximum points assigned to the questions being evaluated are as follows:

Criteria:	Maximum Points:
Ability to meet staffing requirements	25
Qualifications and experiences of the athletic trainers	15
Consistency in staff assignments	15
Cost	30
Professional references	15

MISCELLANEOUS

The contents of this RFP and the proposer’s proposal will be incorporated into the contract which is attached as **Exhibit 2**. The selected contractor will be expected to sign the contract with little to no negotiation. Upon approval by the District’s Board of Directors, the selected contractor shall perform the athletic training services in accordance with the terms and conditions of a contract to be entered into between the District and the contractor. The contents of this RFP and the selected service provider’s proposal shall become part of the contractual obligation and incorporated by reference into the contract of

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engagement. Any conflict between the terms and conditions of this RFP and the contents of the selected firm’ s proposal shall be resolved in favor of the RFP, unless otherwise agreed to in writing by the District. The selected contractor shall be an independent contractor of the District.

A tentative timeline of completion of this process includes:

February 25, 2026	RFP issued
March 6, 2026, before 2 PM CDT	Proposal questions due
March 11, 2026, before 4 PM CDT	Written responses provided to interested contractors
March 24, 2026, before 12 PM CDT	Proposals due
No later than April 13, 2026*	Recommendation presented to school board

*Possibly 7-12 days earlier at a special board meeting

EXHIBIT 1

I. TOTAL COVERAGE

Each week, Contractor shall provide coverage by Certified Athletic Trainers for a maximum of six (6) days per week, at the discretion of the Athletic Director. During this time, practice and home event coverage will be provided.*

*While the parties intend that the total coverage be provided by Three (3) Certified Athletic Trainers, two (2) athletic trainers at 40 hours per week at Valley High School, and one (1) athletic trainer at either 24 or 32hours per week at Valley Southwoods Freshman High School, Stilwell and Indian Hills Junior High Schools, the parties agree that coverage may be provided by more or less Certified Athletic Trainers during times of staffing challenges. In the event Contractor cannot provide the full hours of coverage, the compensation will be prorated accordingly each month to account for any hours not provided.

Please provide professional fees for two options: 104 or 112 total hours per week.

II. ATHLETIC TRAINING ROOM COVERAGE

A. Coverage Requirements

1. Contractor shall provide coverage for the Athletic Training Room at a maximum of thirty-two (32) hours per week, which includes operating an on-campus training room in the afternoon and coverage of home games. Contractor will not provide Athletic Training Room coverage during the summer season.
2. Contractor shall not be required to provide Athletic Training Room coverage when Contractor is required to attend an event under Section III of this Exhibit B.

III. EVENT COVERAGE (to include pre-season and post-season)

A. Fall Sports Coverage

1. Fall Season practice Coverage and athletic training room management
Football: All home 8/9/10/JV/Varsity sports along with coverage of away 9/10/JV/V events
Volleyball: All home 9/JV/V events
Swimming: all home Varsity events and lower level if played prior to varsity event
Cross Country: all home Varsity events and lower level if played prior to varsity event

Post Season game coverage when deemed appropriate by Athletic Director

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B. Winter Sports Coverage

1. Winter Season practice coverage and athletic training room management
Basketball: all home 9/10/JV/V events, no away game coverage (only available when the location doesn't have an athletic trainer onsite). On call for 8th grade home events.
Boys/Girls Wrestling: all home 8/JV/V events
Swimming: all home Varsity events, lower level if played prior to varsity event
Post Season game coverage when deemed appropriate by Athletic Director

No Winter Break coverage

C. Spring Sports Coverage

1. Spring Season practice coverage and athletic training room management
Track: all home 8/JV/V events
Soccer: all home JV/V events, any lower level sports if played prior to the varsity event
Tennis: provide an "on call" person for large tennis tournaments
Golf: provide an "on call" person for large golf meets.
Post Season game coverage when deemed appropriate by Athletic Director

No Spring Break coverage

D. Summer Coverage

1. Summer Season Coverage. No athletic training room management

Softball: all home 8/9/JV/V events
Baseball: all home 9/10/JV/V events. Some home games are played at Holiday Park.
Post Season game coverage when deemed appropriate by Athletic Director

No coverage during mandatory dead week