



25 OLCOTT AVENUE
BERNARDSVILLE, NJ 07924

REQUEST FOR PROPOSAL

Proposal Specifications & General Requirements

ATHLETIC TRAINING SERVICES

RFP 2026 - 04

RICHARD D. LIGUORI

BUSINESS ADMINISTRATOR / BOARD SECRETARY

SUBMISSION DATE:

WEDNESDAY, MAY 13, 2026
11:00 A.M.

PUBLIC NOTICE

Notice is hereby given that the Somerset Hills Board of Education (“Board”) is soliciting proposals through a competitive contract process pursuant to N.J.S.A 18A:18A-4.1 et seq. for Athletic Training Services.

Sealed proposals will be received by the Business Administrator / Board Secretary on:

May 13, 2026 at 11:00 a.m.

Proposals may be submitted in one of the following ways:

Electronic Submission:

Email to: rliguori@shsd.org

Subject Line: RFP: 2026-04 - Athletic Training Services

Hard Copy Submission:

Somerset Hills Board of Education
25 Olcott Avenue
Bernardsville NJ, 07924
Attn: Rich Liguori, Business Administrator
RFP: 2026-04 - Athletic Training Services

Proposals received after the stated time and date will not be accepted.

All communications regarding this RFP shall be directed in writing to the Business Administrator. Contact with other district staff or Board members may result in disqualification.

The Board reserves the right to request clarification or additional information from proposers as part of the evaluation process.

PURPOSE

The Somerset Hills School District seeks to engage a qualified provider to deliver comprehensive athletic training services to support the health, safety, and well-being of student-athletes.

The selected provider will deliver professional athletic training services aligned with best practices in sports medicine, injury prevention, treatment and rehabilitation.

TERM OF CONTRACT

The contract will be for a one (1) year term:

July 1, 2026 - June 30, 2027

The Board may, at its discretion, renew the contract annually for up to four (4) additional one-year terms, subject to satisfactory performance, continued need, and availability of funds.

Any renewal shall be in accordance with the pricing submitted in the proposal.

SCOPE OF SERVICES

A. Core Athletic Training Services

The successful proposer shall provide:

- On-site Certified Athletic Trainer (ATC) services
- Injury evaluation, treatment, and rehabilitation
- Injury prevention programming
- Emergency response and care for athletic injuries
- Return-to-play coordination

B. Service Schedule

The proposer shall provide services consistent with the following expectations:

- School Year (Fall, Winter, Spring Seasons)
 - Approximately 25-35 hours per week
- Summer Coverage:
 - Reduced schedule (to be defined in proposal)
- Coverage shall include, but not be limited to:
 - Practices
 - Home athletic contests

- Football coverage (required)

Proposers must clearly define their proposed staffing schedule.

C. Event Coverage

Services shall include:

- Coverage of home athletic events
- Priority coverage for high-risk sports (e.g., football)
- Plan for simultaneous events
- Availability for SCIAA and postseason/playoff events (as needed)

D. Communication & Coordination

The Athletic Trainer shall:

- Collaborate with
 - Athletic Director
 - School nurses
 - Coaches
- Communicate injury status and recommendations appropriately
- Maintain professional communication with parents / guardians and professionals when applicable

E. Documentation & Reporting

The proposer shall:

- Maintain injury documentation records
- Provide periodic reports (as agreed upon)
- Track injuries and treatment provided

F. Additional Services

Proposers shall identify whether the following are included or optional:

- Coaching / staff training sessions, such as First Aid and CPR training
- Injury prevention clinics
- Educational workshops

STAFFING REQUIREMENTS

The proposer shall:

- Provide a New Jersey licensed Athletic Trainer
- Ensure certification through the Board of Certification (BOC)

- Provide evidence of required credentials
- Ensure all staff undergo criminal background checks

Proposals must include:

- Resume(s) of assigned personnel
- Staffing plan
- Backup coverage plan for absences

PRICING PROPOSAL REQUIREMENTS

Proposers must submit pricing using the following format:

Required Pricing Breakdown

- Annual Base Fee
- Hourly Rate (additional services)
- Event / Game Rate (if applicable)
- Additional Staffing Rate
- Optional Services (if any)

All costs must be clearly defined. All pricing shall be inclusive of all costs necessary to provide the services as specified.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Experience with School Districts	25%
Staffing Plan & Coverage Model	25%
Understanding of Scope of Services	20%
Cost Proposal	20%
References	10%

The contract will be awarded to the proposer whose proposal is most advantageous to the District, price and other factors considered.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following components:

1. Cover Letter
2. Company Qualifications and Experience
3. Staffing Plan and Coverage Model
4. Response to Scope of Services
5. Pricing Proposal
6. References (minimum of three)

Incomplete proposals may be deemed non-responsive.

Proposers must also submit all required forms as outlined in the 'Required Forms - Due with Proposal Submission' section.

INSURANCE REQUIREMENTS

The successful proposer shall maintain:

- Professional Liability Insurance: \$1,000,000 / \$2,000,000
- General Liability Insurance: \$1,000,000 / \$2,000,000
- Workers Compensation (as required by law)

The District shall be named as an additional insured.

GENERAL CONDITIONS

- The Board reserves the right to reject any or all proposals
- The Board may waive immaterial irregularities
- Proposals shall remain firm for sixty (60) days
- The Board is not responsible for proposal preparation costs

ADDITIONAL TERMS

- No proposer shall contact Board members or staff outside of the designated contact
- All services must comply with applicable federal and state laws
- The selected proposer shall enter into a formal agreement with the District

REQUIRED FORMS - DUE WITH PROPOSAL SUBMISSION

The following forms are required at the time of proposal submission and are considered mandatory for proposal responsiveness.

- Pricing Proposal Form
- [Stockholder Disclosure Statement](#)

- [Non-Collusion Affidavit](#)
- [Chapter 271 Political Contribution Disclosure Form](#)
- [Disclosure of Investment Activities in Iran](#)

Failure to submit the above documents at the time of proposal submission may result in the proposal being deemed non-responsive.

REQUIRED DOCUMENTS - DUE PRIOR TO AWARD

The successful proposer shall be required to submit the following documentation prior to award:

- New Jersey Business Registration Certificate (BRC)
- [Affirmative Action Compliance Documentation](#)
- [Disclosure of Prohibited Activities in Russia or Belarus](#)
- Certificate of Insurance
- [Form W-9](#)
- Acknowledgement of Addenda (if applicable)

Failure to provide required documentation may result in delay or rescission of award.

ADDITIONAL TERMS

The Board reserves the right to terminate the contract for cause or for convenience in accordance with the terms of the agreement.

RIGHT TO INTERVIEW OR REQUEST PRESENTATIONS

The Board reserves the right to require proposers to participate in the interviews or presentations as part of the evaluation process.

SOMERSET HILLS SCHOOL DISTRICT
RFP #2026 -04 - ATHLETIC TRAINING SERVICES
PRICING PROPOSAL FORM

Company Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

ANNUAL BASE FEE

The annual base fee shall be inclusive of all labor, supervision, administrative costs, and services required to meet the specifications of this RFP, unless otherwise identified.

Description	Annual Cost
Athletic Training Services - Base Program	\$ _____

Includes:

- On-site athletic trainer services
- Coverage for athletic seasons during the year
- Routine practice and home event coverage
- Core services outlined in Scope of Services

STAFFING & HOURS (REQUIRED DETAIL)

Proposer must clearly define the staffing model included in the base fee:

Category	Proposed Hours
Weekly Hours (School Year)	_____ hrs/week
Weekly Hours (Summer)	_____ hrs/week
Total Estimated Annual Hours	_____ hrs

The proposed hours listed above shall be included in the annual base fee. Any services exceeding these hours shall be billed at the additional rates provided.

ADDITIONAL RATES

Service	Rate
Additional Hourly Rate	\$_____ / hour
Additional Event Coverage	\$_____ / event
Additional Staffing	\$_____ / hour

OPTIONAL SERVICES

Indicate whether the following services are included in the base fee or provided at an additional cost:

Service	Included (Yes/No)	Cost (if applicable)
Coaching/Staff Training Sessions	_____	_____
Injury Prevention Clinics	_____	_____
Educational Workshops	_____	_____

ADDITIONAL COSTS

List any additional fees not otherwise identified. If none, indicate 'None'.

PRICE ESCALATION (IF APPLICABLE)

Provide any proposed annual increase for renewal years:

Year	% Increase
Year 2	_____ %
Year 3	_____ %
Year 4	_____ %
Year 5	_____ %

Any proposed price increases shall be firm and shall not exceed the percentages listed above.

CERTIFICATION

The proposer certifies that:

- All pricing is complete and inclusive of all costs required to perform the services described in the RFP.
- No additional fees shall be charged unless explicitly identified in this proposal.
- Pricing shall remain firm for a period of sixty (60) days.
- The proposer acknowledges that the District will rely upon this pricing in evaluating proposals and awarding a contract.

Failure to provide complete pricing may result in the proposal being deemed non-responsive.

Authorized Signature: _____

Name (Print): _____

Title: _____

Date: _____

ACKNOWLEDGEMENT OF ADDENDA

RFP Title: Athletic Training Services

RFP Number: 2026-04

The undersigned hereby acknowledges receipt of the following addenda issued for the above-referenced Requests for Proposals:

Addenda Number	Date Issued
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned further acknowledges that all provisions of the addenda have been incorporated into this proposal.

Company Name: _____

Authorized Representative (Printed Name): _____

Title: _____

Signature: _____

Date: _____

Failure to acknowledge all issued addenda may result in the proposal being deemed non-responsive.