



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

REQUEST FOR PROPOSAL

Harbor Springs Public Schools Athletic Trainer Services for the 2022-23 School Year June 1, 2022

Please consider this document as a formal Request for Proposal (RFP) for **Harbor Springs Public Schools Athletic Trainer (AT) Services for the 2022-23 School Year, following the MHSAA schedule per dates below.** Sealed bids are to be received in the Harbor Springs Public Schools Superintendent's Office located at 800 State St., Harbor Springs, Michigan 49740 by 12:00 PM on Wednesday, June 22, 2022. Bids should be labeled, "Athletic Trainer Services" and will be opened at that time and recorded. The Board of Education will award the bid at their scheduled meeting on June 27, 2022 at 7 PM. The Harbor Springs Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part, to award a contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the District.

Harbor Springs Public Schools Athletic Trainer (AT) Services for the 2022-23 School Year:

The scope of the contract should **include** the following:

1. Assignment of a licensed Athletic Trainer (AT) who is present during the contracted hours or any home athletic events to provide immediate first aid, treatment, intervention, or care that he/she deems appropriate including referral to a physician.
2. The contract will be for 800 hours. This will consist of 2 hours after school daily and coverage of home events, away varsity football games, and away post season events.
3. The contract will begin August 1, 2022 and end June 9, 2023 or the last post season contest.
4. The AT will be responsible for the application of protective equipment, adhesive taping, bandaging and other injury prevention procedures.
5. The AT will be responsible for the maintenance of the training room facilities and arrange for ordering supplies suitable for operation of the athletic program. Supplies will be paid for by the district.
6. The AT will be responsible for the establishment of procedures to maintain records of athlete's injuries, treatment, and results.
7. The AT will be responsible for the maintenance of the first aid kits, water containers, and equipment for practice and athletic events.
8. The AT will provide a comprehensive concussion management program in accordance with the MHSAA guidelines for post injury assessments.
9. The AT schedule will be determined by the athletic director.
10. The contractor shall maintain in effect malpractice insurance.

All interested bidders/contractors should submit a specific proposal with the scope of work, materials used, and a guarantee that the work will be completed prior to June 22, 2022. Proposals should include all materials and labor. Maintenance of Worker Compensation insurance, property, liability insurance and auto insurance is required. All documentation should be included with the bid, and will be verified by the Superintendent prior to implementation of this contract. Please contact Anna Rigby, arigby@harborps.org, 231-526-4820 for more information or any questions.

Signatures and Certification

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth with this Contract.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Harbor Springs Public Schools and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Harbor Springs Public Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Harbor Springs Public Schools.

I hereby certify that I am authorized to sign as a Representative for the Contractor:

CONTRACTOR:

OWNER:

Name of Company

Harbor Springs Public Schools

By: _____

By: _____

Date: _____

Date: _____