

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

MAY 2, 2022
REQUEST FOR PROPOSAL
RFP # 22-05163-A264
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Public Schools solicits firms to submit proposals for “Certified Athletic Trainers.” The original and **three (3) submittals (FOR A TOTAL OF FOUR (4) PROPOSALS)**, and **one (1) USB Flash Drive** marked “Certified Athletic Trainers” RFP #22-05163-A264 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, MAY 16, 2022, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #22-05163-A264

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be good for **1-year starting July 1, 2022 until June 30, 2023. However, the County/PSA reserves the right to negotiate each year with awarded vendor for seven (7) additional 1-year terms starting each year on July 1. If yearly contract renewals are exercised then this RFP could last until July 1, 2030.** Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

Contact for RFP

Please contact **Lisa Millner** at **lmillner@henry.k12.va.us** for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

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

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 22-05163-A264

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 22-05163-A264 for Certified Athletic Trainers.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Vendors Company Name _____

Vendors Authorized Signature _____ Date: _____

Vendors Telephone # _____ Federal ID # _____

*Note- Add a separate sheet if you need additional space for subcontractors.

I. Overview

A. Intent of Request for Proposal (RFP)

The purpose of this Request for Proposal is to solicit sealed, competitive proposals to provide certified athletic trainers in support of high school athletics at Bassett and Magna Vista High Schools.

B. Henry County School District Background

Since 2017 we have been provided with Certified Athletic Trainers at Bassett and Magna Vista on behalf of Sovah Health of Martinsville and Henry County. The trainers work with the coaches and athletes to provide not only practice and event coverage but injury management, injury prevention, concussion awareness and management.

The Trainers have treated approximately 894 injuries since August 2015 that have ranged in severity from minor to needing surgery and months of formal physical therapy.

Bassett: 446 injuries

Magna Vista: 448 injuries

Athletic Trainers have contributed to the injury management and prevention of injuries which allowed our student athletes to stay healthy to compete in athletics. When injured, Henry County student athletics receive the timely and appropriate medical attention.

C. Requirements

- The district may request formal written clarification of any portion of the proposal at any time.
- It is agreed that the successful offeror shall not assign, transfer, convey or otherwise dispose of the contract of its right, title or interest in, or any part thereof, without previous written consent of Henry County Public School District Board of Education.
- State the firm's ability to provide the services as described in Section II, Scope of Services. Provide a brief history of the company and its experience, qualifications and success in providing these services.

- Describe the experience of the individual(s) who would be responsible for providing the services to the District. Training and qualifications of personnel. Indicate formal training (schools, workshops, etc.) received by personnel.
- State the firm's references comparable to the District, including the name and telephone number of a contact person the District may call.
- Provide a copy of Certificate of Liability Insurance.
- Pricing structure for services provided.
- Provide a copy of Licensure/Certification.

II. Scope of Work

Firm must agree to provide the following services on a mutually agreed upon schedule during each academic year.

A. Varsity Sporting Events

Services are required at a minimum at the following events:

1. Varsity Home Basketball Games – Men & Women
2. Varsity Home Football Games
3. Varsity Home Volleyball Games
4. Varsity Home Wrestling Matches
5. Varsity Home Soccer Games – Men & Women
6. Varsity Baseball Games
7. Varsity Softball Games
8. Other events, on an as needed basis

B. Coaches Conference

Provide an annual Coaches Conference that includes additional education in sports nutrition, strength and conditioning, and sports psychology.

C. Athlete Physicals

Provide physicals for athletes one day each academic year.

D. Practice Visits

Visit high schools a minimum of two times per week during practices.

E. Athletic Trainer Support

Provide a minimum of two hours of therapy/medical services per week as an athletic trainer to high school athletes as ordered by the high school.

The Contractor shall comply with the schools' No Smoking/No Drugs/ No Weapons policy while on school property. Henry County Public Schools (HCPS) may require the Contractor to bar from the site any employee that the HCPS deems to be incompetent, careless or disruptive to school operations.

III. Cancellation

If either party shall fail to meet or fulfill the terms and provisions of this agreement, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If within (15) days from receipt of such notice, such failure has not been corrected or arrangements made for settlement, the claiming party may then terminate this agreement fifteen (15) days after giving written notice of termination to the breaching party.

Selection Criteria

Evaluation of proposals and selection of the firm will be on the basis of:

1. The firm's methodology to provide the District with the services as described in Section II, Scope of Services. (30%)
2. The firm's experience in providing services similar to those described in this RFP, and the experience of the individuals which the firm proposes to provide such services. (25%)
3. The firm's references from clients which are comparable to the District. (20%)
4. Cost (25%)