

**Request for Proposals  
for Athletic Training Services**

The Rochester School Board will accept bids for **Athletic Training Services** until 12:00 noon EST on **February 8, 2012**. The bids will be opened publicly and read aloud at that time. Bids shall be submitted to Mr. Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street Suite 8, Rochester, NH 03867-1348.

Bids shall be submitted in sealed envelopes plainly marked **Athletic Training Services**. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened. Bids received via fax transmittal will not be accepted.

Specifications may be obtained at no cost from the Superintendent's Office and are available on the District website at <http://www.rochesterschools.com/SAU/bids/bids.html>

The awarding of this bid is contingent of funding and approval from the Rochester School Board.

## **RFP – Specifications: Athletic Training Services for Spaulding High School**

**The Rochester School District is seeking a proposal for training services. Any bidder will need to meet the following requirements, and propose a fee for these services. The District is seeking a total cost for 30 hours per week during the required seasons.**

1. Vendor agrees to provide up to thirty (30) hours per week of athletic training services to the athletes of Spaulding High School. The hours of coverage will be determined by the Athletic Director of the High School and the Vendor; and will vary according to the High School's needs and Vendor's availability during a given season. Coverage required by any changes to the agreed upon schedules will be contingent upon availability of the Vendor to provide it.
2. The program will be conducted in space provided by the High School and on the field during specified games and practices.
3. The Athletic Trainer is an employee of the Vendor and an independent contractor for Spaulding High School.
4. Athletic Trainer to monitor and maintain basic medical materials and supplies in medical kits, informing the Athletic Director of needed supply reordering.
5. The Athletic Trainer will perform all record keeping functions as required by the Athletic Director, including joint development of parental consent forms and emergency cards to allow the treatment of an athlete in the event of an injury.
6. The duties of the Trainer will include consulting with coaches, pre-game taping as time allows, assessing injuries on site, initiating/coordinating basic first aid treatment to injured athletes, and recommending referral of more seriously injured athletes to a local hospital or other appropriate health care provider. He/She will recommend measures to reduce injury potential if appropriate. The assigned Athletic Trainer will remain as consistent and visible as possible to facilitate an effective working relationship with coaches and athletes of the school. While at school he/she will function under the direct supervision of the Athletic Director. Performance issues requiring resolution of any kind will be the responsibility of the Vendor Director/Coordinator as such issues are reported by the Athletic Director to ensure that the needs of the school are met. Sick coverage will be provided for said Trainer for scheduled games/events, with practice coverage only as available.
7. Spaulding High School agrees to provide:
  - a. Payment of \$40/hr for coverage exceeding 30 hours per week as approved by the Athletic Director.
  - b. Designated space for the Trainer to provide services
  - c. Support and assistance to the Athletic Trainer in coordinating medical treatment for injured athletes.
  - d. Materials and supplies as determined by the Athletic Trainer.
  - e. Event schedule coverage requests to the Vendor in writing at least four weeks prior to the first coverage event of each season.
  - f. Immediate notice of event cancellation (see 7c below for provisions for event rescheduling).
  - g. An acceptable location for Vendors banner or sign to be displayed at all home athletic events.

