

DUANESBURG CENTRAL SCHOOL DISTRICT
RFP#2025-ATH01: Athletic Trainer

REQUEST FOR PROPOSALS
RFP #2025-ATH01
ATHLETIC TRAINER SERVICES
2025-2026

DUE: December 01, 2025 by 9:00 AM EST

Return to:
Jeffrey Rivenburg
Purchasing Agent
Duanesburg Central School District
133 School Drive
Delanson, NY 12053

DUANESBURG CENTRAL SCHOOL DISTRICT
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1. PROJECT DESCRIPTION

1.1 General

The Duanesburg Central School (District) is requesting proposals from qualified vendors (Proposer) for the provision of services of certified athletic trainers.

1.2 Site

Duanesburg Central School District
133 School Drive
Delanson, NY 12053

1.3 Scope of requested services

1. One part time New York State/NATA certified athletic trainer.
2. Responsible for a weekly injury clinic (on agreed-upon day of the week) for the 42 weeks of the school year.
3. This injury clinic may provide athletes with:
 - Injury evaluation
 - Home exercise programs for rehabilitation
 - Nutritional counseling
 - Review concussion protocols
 - Participation advice
 - Possible referral to physician
 - Preventative padding, bracing, taping
 - Rehabilitation services
 - Advice concerning strength and conditioning/injury prevention
 - All duties assigned by NYSED.
4. Attend all home varsity and modified football games, home wrestling duels/tournaments, and home track meets.
5. Attend 15 home special event assignments.
6. Any and all records concerning treatment or follow ups will be copied to the school nurse.
7. During the hours at Duanesburg, the certified Athletic Trainer will cover clinics, games, and/or practices and render any emergency care needed.
8. Advise the school as to the supplies and training equipment needed for the athletic training program.
9. Provide conditioning and flexibility training suggestions to the school coaching staff.
10. Assist the school medical staff and Athletic Coordinator in staying up to date in concussion protocols and record systems for athletic injuries.
11. The athletic trainer and Athletic Coordinator will develop a weekly schedule for each major sports season

Note: Alternate Bids below are additional features that are requested as a part of the RFP. If this is an available service please outline the service with a cost

1.4 Alternate bid #1 - Coaches First Aid

1. Provide on site coaches first aid training/recertification prior to start of sport seasons as needed.

1.5 Alternate bid #2 - CPR/AED

2. Provide on site CPR/AED training/recertification prior to start of sport seasons as needed.

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It is understood and agreed that all services provided pursuant to this Agreement shall be in coordination with the Director of Health, Athletics, and Physical Education. All reports and documents generated in connection with this Agreement shall be provided to the Director of Health, Athletics, and Physical Education.

2. THE SELECTION PROCESS

2.1 Timetable

The District is expected to undertake the selection process according to the following schedule:

Requests for Information: Can be submitted to Brett Simpson | Athletic Coordinator (bsimpson@duanesburg.org) RFIs must be submitted by: November 26, 2025

Deadline for submission of proposals: **December 01 at 9:00AM EST**

Expected final contract execution on or about: **December 02, 2025**

2.2 Proposal Evaluation Criteria

For this Request for Proposal, the Proposals will be evaluated based on the following Criteria:

1. Quality and completeness of proposal.
2. Experience and qualifications of the Proposer:
Consideration will be given to Proposers demonstrating strong capabilities, experience and reputation in providing the professional services described in this RFP. Similar experience will be understood to include, but not limited to:
 - At least five (5) years experience in the provision of athletic trainer services for school districts and/or similar organizations. Preference will be given to firms with recent educational experience. (per Addendum 01: Experience preferred, not mandatory)
 - Proposed staff has relative experience in the last three (3) years as an athletic trainer. (per Addendum 01: Experience preferred, not mandatory)
3. Cost to the district.

3. CONTRACT

3.1 Term

The contract term is from December 03, 2025 through June 30, 2026. Annual rate to be prorated for portion of the year. No fees may be paid ahead of service and may be billed either monthly or quarterly. The District reserves the right to renew this Contract annually for up to four additional one-year periods as mutually agreed by the parties. The district reserves the right to terminate the contract without cause with thirty (30) days written notice.

Contract Documents in Appendix B

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3.2 Insurance Requirements

The Insurance Requirements are noted in Appendix A.

4. RFP PROCEDURES

4.1 Information and Documents

Questions concerning the RFP and the procedures for responding should be directed to the Purchasing Office at 518-895-2279.

4.2 Submission of Proposals

Proposals must be received no later than December 01, 2025 9:00AM EST. Proposals must be addressed to:

Jeffrey Rivenburg (jrivenburg@duanesburg.org)
Purchasing Agent
Duanesburg Central School District
133 School Drive
Delanson, NY 12053

To prevent opening by unauthorized individuals, your proposal should be clearly identified on the envelope wrapper as follows:

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4.3 Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.

4.4 Right to Reject Proposals

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the District to do so. The District may select as the successful proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful Proposer.

5. PROPOSAL FORMAT AND CONTENTS

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Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. All materials submitted in response to this request for proposal shall become the property of the District. Incomplete submissions will not be considered for award.

5.1 Format

All proposals are requested to include the following structure:

1. Transmittal Letter (signed by authorized representative)
2. RFP Deviations
3. Proposer Qualifications
4. Price Proposal
5. Appendices (as appropriate)

1. Transmittal Letter

Provide a short (no more than two pages) letter, signed by an authorized individual. The letter should identify the Proposer's point of contact for the duration of this RFP process, and should delineate that the contents of the proposal are valid for at least 90 days.

2. RFP Deviations

Any deviations from specifications should be stated here.

3. Proposer Qualifications

Provide a summary that includes:

- Background, organization, and experience of the company. Include documentation that the company and any staff assigned to the district maintain appropriate licensure and certification as required by New York State and any other applicable governing authority to perform these services in a school district.
- Number of institutions in New York State where the Proposer provides similar services.
- References for at least three school districts or institutions of similar size, preferably in New York State. Include the name of the district or institution, contact name, address, phone number, e-mail, size of district or institution, and brief description of services provided.

4. Price Proposal

Provide your best price for meeting the needs of this RFP. Include a description of all that is included for that price.

5. Appendices (if any)

Include any other information you feel to be important for your proposal.

6. INDEMNIFICATION

The successful Proposer shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

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NON-COLLUSIVE CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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NON-COLLUSIVE CERTIFICATION (cont.)

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

<p>CORPORATE SEAL [if bidder is a corporation]</p>	<p>BIDDER NAME:</p> <p>ADDRESS:</p> <p>PHONE #:</p> <p>FAX #:</p>
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Authorized Signature

(Sign) _____

(Name & Title of Signer) _____

Notary

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Sworn to before me this _____ day of _____, 2025

(Notary Public)

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List. During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

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_____ day of _____, 2025
(Notary public)

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

1. Does any Duanesburg Central Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Duanesburg Central School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the Duanesburg Central School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

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FORMS TO BE SUBMITTED WITH BID

- 1. Bid Proposal**
- 2. Acknowledgements**
- 3. Non-Collusive Certificate**
- 4. Form of Disclosure**
- 5. Certification Of Compliance With The Iran Divestment Act**
- 6. Proof of Insurance as required - Appendix A**
- 7. Signed Contract - Appendix B**

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ADDENDUM 01 –

Years of experience listed in original documentation is preferred, *not mandatory*.