



Dallas School District

Administrative Office

2000 Conyngham Avenue

Dallas, Pennsylvania 18612

RFP Invitation

Athletic Training - Fall 2025- Spring 2028

**DALLAS SCHOOL
DISTRICT
2000 Conyngham Ave.
Dallas, PA 18612**

Notice of Invitation to RFP

1. Purpose

The Dallas School District is requesting sealed proposals for Athletic Training Services at Dallas School District, located at 2000 Conyngham Avenue, Dallas, PA three-year period beginning with the 2025-26 school year and ending with the 2027-28 school year. The District is seeking **2 Full-Time Equivalent (FTE)** Athletic Trainers to provide athletic training services for 300 High School and 200 Middle School athletes.

This invitation provides interested Vendors with sufficient information to enable them to prepare and submit a proposal for consideration by the Dallas School District.

2. Proposal Submittals and Due Date

In order to be considered, proposals are due no later than 9:30 AM on Friday, February 14, 2025, at which time they will be publicly opened.

All proposals shall be submitted in a sealed envelope marked in the lower left corner "Sealed Proposal – Athletic Training Services / Fall 2025 - Spring 2028. All proposals will be received at 2000 Conyngham Avenue, Dallas, PA 18612, Attention: Grant S. Palfey, Business Manager. It is the complete responsibility of the Vendor to ensure that the proposal has been received at this address by the date and time specified.

Offers and amendments thereto, or withdrawal of proposals submitted, if received by the Dallas School District after the date and time specified for scheduled opening, will not be considered. There will be no exceptions. Date of postmark will not be considered. Telephone or telegraph proposals, including facsimiles and emailed documents, will not be accepted. Requests for extensions of the opening time and date will not be granted.

Vendors mailing their proposals should allow for normal time to ensure receipt of their proposals by the District prior to the time and date fixed for opening of proposals.

All proposals shall be signed in ink by the Vendor's duly authorized principal.

Proposals or unsolicited amendments to proposals received by the District after the acceptance deadline will not be considered. Proposals will be publicly opened and logged in at the time and date specified above.

Each Vendor shall submit **one original and two (2) copies** of its proposal to the District. If additional space is required for submission of signature information, attach company letterhead with the additional information stated therein.

3. Incurring Costs

The Dallas School District is not liable for any cost incurred by Vendors prior to the issuance of an agreement, contract, or purchase order for requested services.

4. Tax Exemption

As a public school entity, the Dallas School District is exempt from Pennsylvania Sales and Use Taxes and enjoys all other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions.

5. Proposal Presentation

Proposals shall be signed by an authorized representative of Vendor's firm on the form of Proposal sheet provided in this packet. All requested information must be presented. Failure to do so may result in the proposal being considered not responsive and, thus, rejected.

6. Specific Requirements

The District is seeking **2 Full-Time (FTE)** Athletic Trainers to provide athletic training services for 300 High School and 200 Middle School athletes. The extent and character of the services to be performed will be subject to the general control and approval of the Athletic Director, or his or her designee. The District will retain the right to determine any trainer's suitability for the District's needs in the position.

The services that are requested to be provided include, but are not limited to:

- Training room coverage – the Vendor will provide coverage beginning the first PIAA sport date in August, running until the final PIAA event in June. Days will be Monday through Friday from 1:00 PM to 9:00 PM. Weekend availability will be needed as required.
- Physicals and clearances – the vendor will provide a review of PIAA physicals and clearance of athletes prior to the first PIAA sport date in

August.

- Game coverage – all levels of football, wrestling (including weighing), soccer, softball, baseball, track (indoor and outdoor) and field, tennis, volleyball, basketball, cross-country, cheerleading, field hockey, golf, swimming/diving, and lacrosse. Varsity football and Playoff contests will be covered both home and away.
- Exercise programs – the Vendor will develop exercise programs based upon assessment with a long-range goal of injury prevention.
- Instruction – the Vendor will provide a minimum of 3 hours per year of instruction to student athletes and coaching staff including but not limited to nutrition, substance abuse, and sports psychology.
- Team physician services – the Vendor will designate a sports medicine trained physician as the School District's team physician for athletics. The physician will oversee the medical aspects of the sports medicine services provided to the School District and will be a resource to certified athletic trainers and athletic director for questions about the care of the athlete. These services will be provided at no additional cost to the School District, and the physician services provided in the training room, at a sporting event or practice, or via telephone will not be billed to the athlete.

The physician or a covering physician or physician assistant shall attend all home varsity football games. Physician/physician assistant game coverage is limited to evaluation of athletic injuries for the purposes of assessing return to play status or recommending further medical care as deemed necessary.

- Reporting – provide quarterly reports to the District, including:
 - Student and coaching staff instructions
 - Communication with team physicians
 - Exercise program (general and sports-specific and document extent of participation by students)
 - Equipment/Facility assessment to meet need of students/athletes
 - Games covered by sport
- **Please Note:** Each Proposal should specify to the extent to which the school physician provided at no cost to the school district shall also be available to perform other duties, including, but not limited to general physicals, review of standing orders and general support of school nurses. Proposal should also include a fee structure to the extent that one would be necessary to provide this support.

7. Preparation of Proposals

Proposals and all attachments shall be submitted on the forms supplied by the Dallas School District or an exact copy thereof.

Submitted proposals shall be executed in the following manner:

- Individual: where the Vendor is an individual, he shall sign the form personally.
- Partnership: where the Vendor is a partnership, the proposal shall be signed in the name of the partnership, followed by the signature of a partner.

- Corporation: Where the Vendor is a corporation, the proposal shall be executed in the name of the corporation, signed by the president or vice-president, and by the secretary or assistant secretary thereto, or if the proposal is submitted by an agent other than the above, he shall submit evidence of his authority certified by the secretary of the corporation under corporate seal.
- Limited liability company (LLC): where the Vendor is a Limited Liability Company (LLC), the proposal shall be executed in the name of the LLC, signed by the Member or Manager.
- Where the Vendor is trading under the Fictitious Names Act, the proposal shall include the fictitious name and the names of the persons or corporations conducting said business.

8. Withdrawal of Proposals

Vendors will be given permission to withdraw any proposal after it has been received by the Dallas School District, provided the Vendor or his agent duly authorized to act for him, personally appears at the meeting place of the Dallas School District with a written request signed by the Vendor prior to the time set for the opening of the proposal. At the time set for the opening of the proposals, the withdrawn proposal will be returned to the Vendor. Such proposals will not be opened or read at the public opening.

Proposals may not be modified after submittal.

Proposals may be withdrawn 90 days after opening, if no award has been made.

Mistake Claims

A Vendor may withdraw his proposal within two business days after the RFP opening time in accordance with The Public Contracts – Withdrawal of Bids Law, Act of January 23, 1974, P.L. 9, No. 4, 73 P.S. Sec. 1602. A proposal, which has been opened, may be withdrawn only in accordance with the causes set forth in said Act and for no other reasons. Strict compliance with said Act is required to withdraw a proposal after the public opening.

9. Irregular Proposals

Proposals may be rejected if they show any omission, alteration of form, additions or deductions not called for, conditional or uninvited alternative documents, or irregularities of any kind. Proposals in which any of the prices are unreasonable may be rejected.

10. Insurance

The Vendor shall provide a certificate of insurance naming the Dallas School District as an additional insured in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Vendor with an insurance company which is licensed to do business in the Commonwealth of Pennsylvania.

- A. General Liability (including completed operations coverage) - \$1,000,000 (combined single limit) and \$3,000,000 aggregate coverage
- B. Bodily Injury - Property Damage Coverage - \$1,000,000 per occurrence and \$3,000,000 aggregate coverage
- C. Workmen's Compensation per state statute

- D. Professional Liability - \$500,000 (covering the trainer)
- E. Automobile General Liability Insurance - \$1,000,000 combined single limit for bodily and property damage

11. Equal Opportunity - Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

12. Authority to Bind Vendor

The Vendor's proposal is to identify the individual(s) having authority to contractually bind the Vendor and shall be signed by an authorized representative of Vendor's firm on the Form of Proposal sheet provided in this packet. It is also to name the person to be contacted both during the period of evaluation of proposals and for prompt initiation upon award of contract. This information is to include name, title, address and telephone number. All requested information must be presented. Failure to do so may result in the proposal being considered not responsive and, thus, rejected.

13. Indemnification

The contractor agrees to indemnify, defend, and hold harmless the Dallas School District, as well as its officers, agents and employees from any and all claims, suits, judgements and demands whatsoever, including, without limitation, costs, litigation, expenses, counsel fees and liabilities with respect to injury to or death of any person or persons whatsoever, caused or claimed to have been caused in whole or in part by the acts or omissions of the Vendor, its officers or employees or any other person directly or indirectly employed by the Vendor while engaged in the performance of the contract specifications or any activity associated therewith or related thereto.

14. Non-Collusion Affidavit and Rejection of Collusive Proposals

More than one proposal submitted for one contract from an individual, partnership, corporation, or Limited Liability Company, LLC, with an association under the same or different names will be grounds for the rejection of all RFPs in which such Vendor is interested. Any or all proposals will be rejected if there is reason for believing that collusion exists among any of the vendors. Participants in such collusion will not be considered in future RFP invitations.

A non-collusion affidavit shall be executed and submitted using the form set forth herein.

Instructions for completing Non-Collusion Affidavit:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the Vendor who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Vendor with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids priced higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

15. Termination

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the date of termination, then this contract may be extended upon written approval by the District until said work or services are completed and accepted.

A. Termination for Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days' advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

Termination by the District for cause, default or negligence on the part of the Vendor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirements are waived in the event of termination by cause.

16. Invoicing and Payment

Invoices shall be paid within 30 days of the date of receipt by the District unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim.

17. Addenda

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this request, revisions will be provided to all prospective Vendors who receive this request for proposals. Such revisions or addenda will additionally be posted on the following website:

www.dallasd.com

This document includes an acknowledgement page; this page must be emailed to the District to ensure proper notification of changes to the published documents. The District does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Grant S. Palfey, Business Manager at 570-674-7231 or at gpalfey@dshs.com.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

18. Proposal Content

Vendors are advised to provide information detailed sufficiently to enable evaluation

of their capabilities, experience and approach to the services outlined in the proposal.

Each proposal should provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of this Request for Proposal.

Vendors must include the following in their proposal document(s):

- Current National Athletic Trainers' Association (NATA) Certification.
- An overview of the Vendor, including:
 - The name and location of your company, including the location of the office that will be serving the District.
 - A brief general description of your business.
 - The number of years your company has been in business.
 - Whether the Vendor is a subsidiary of another entity. If so, provide the name of the parent company.
 - The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
 - The primary line of business of your firm.
- Three to five references from current or former school district clients. The references must be relevant to services provided in the last 36 months, and shall include:
 - The reference organization's name and location
 - Starting date of service
 - Relevant statistics (such as the number of athletes treated or other services provided)
 - The organization's level of acceptance of the Vendor's services
 - Contact information, including a name, the individual's title, and a telephone number.

19. Miscellaneous

The contents of the proposal submitted by the selected Vendor and this RFP will become a part of any contract and associated terms and conditions.

All proposals are subject to public inspection, subject to the provisions of the Pennsylvania Right to Know Law. Copies of information resulting from this RFP are generally not available until a contract has been formally awarded.

20. Request for Clarification

Requests for clarification should be submitted to Grant S. Palfey, Business Manager at gpalfey@dshs.com. These questions should be printed or typed and submitted on the Request for Clarification form provided in this RFP packet by Friday, May 12, 2025, 4:00 PM, EST. In the event that it becomes

necessary to revise any part of this RFP, addenda will be provided to Vendors who have received this set of RFP documents.

21. Selection Process

Selection shall be made of one Vendor deemed to be fully qualified and best suited among those submitting proposals. After proposal reviews have been conducted, the Dallas School District shall select the Vendor who, in its opinion, has made the best proposal. The Dallas School District may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

22. Evaluation and Determination of Award of Contract

No contract shall be awarded until the proposals have been examined and the award authorized by the Dallas School District. Successful Vendors will be notified of award as soon after opening, review and evaluation of all submitted proposals as possible. In determining the award to a Vendor, in addition to the cost factors to perform the specified services, the following elements may be considered:

1. Responsiveness of the proposal in clearly stating an understanding of services to be performed; a demonstrated ability to provide comprehensive services.
2. Knowledge of and comprehension of all laws and regulations pertaining to the required services.
3. Technical and professional experience and qualifications of the Vendor to perform all aspects of the required services.
4. Size, structure, and financial capacity of the firm, considering the scope of the required services.
5. References.
6. Range of services and capabilities that reside within the Vendor's organization.

23. Award

The Dallas School District may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the District will be guided by consideration of the interests of the District. The Dallas School District expressly

reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to accept proposals, or portions thereof, which are in the best interest of the Dallas School District. The District also reserves the right to negotiate further with one or more of the consultants as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the District.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the District is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the District.

24. Sub-Letting or Assigning of Contract

The Vendor shall not sublet, sell, transfer, assign or otherwise dispose of the contract, or any portion thereof, or of his rights, title or interest therein, without the written consent of the Dallas School District.

25. Independent Contractor

The Vendor understands that the services to be provided will be provided in the capacity of an independent contractor, and the Vendor will not become an agent, servant, partner, nor employee of the District. The Vendor will have control over the work performed, and shall be solely responsible to pay its own federal, state, and local taxes, salaries, social security payments, and any and all other payments incurred by the Vendor in the performance of the services requested, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by the District to its employees, including but not limited to pension, 403(b), profit sharing, retirement, deferred compensation, welfare, bonuses, vacation pay, severance pay, workers' compensation insurance, disability insurance, medical insurance, employment insurance and other similar plans, programs and agreements, whether or not reduced to writing, are available from the District to the Vendor and/or any and all of the Vendor's agents, servants, and employees. The Vendor and/or any and all of Vendor's agents, servants and employees assigned to the District shall not attain the status of participant or member of the Pennsylvania Public School Employees Retirement System. The Vendor shall educate its agents, servants and employees assigned to the District regarding the above listed limitations. The District has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of the District or to bind the District in any way whatsoever.

26. Clearances

The Vendor must be able to supply documentation required by Act 34, Section III of the Public School Code (Criminal Record Check) and Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History Clearance) and Act 114 (FBI Fingerprinting Clearances) before work shall begin. These forms must be current for every worker on site at all times.

**REQUEST FOR PROPOSALS
DALLAS SCHOOL DISTRICT, PENNSYLVANIA 18612**

Athletic Training Services

Proposal due date: 9:30 AM, February 14, 2025

Dallas School District
2000 Conyngham Avenue
Dallas, Pennsylvania 18612

In accordance with the District's Request for Proposals, the undersigned agrees to provide athletic training services equivalent to 2 full-time employees for each fiscal year (July 1 - June 30) listed below:

Fiscal Year	Hourly Rate	Number of Contracted Hours	Total Annual Cost
2025-26	\$ _____	_____	\$ _____
2026-27	\$ _____	_____	\$ _____
2027-28	\$ _____	_____	\$ _____

The undersigned, is familiar with the conditions surrounding this call for requests for Proposals, is aware that the District reserves the right to reject any and all Proposals, is submitting this Proposal without collusion with any other person, individual or corporation.

Witness

Signature

Company Name

Printed Name

Address

Title

City State Zip

Date

EIN#

Phone

RETURN THIS FORM IMMEDIATELY!

**Dallas School District Acknowledgment:
Receipt of RFP Documents**

RFP for Athletic Training Services

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: January 29, 2025

Date received: / /

Do you plan to submit a proposal? Yes No

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Received by: _____

Note: Emailed acknowledgments are requested!
Please email the acknowledgement to gpalfey@dshs.com.
IMPORTANT: DO NOT EMAIL PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES

DALLAS SCHOOL DISTRICT
2000 Conyngham Avenue
DALLAS, PA 18612

Dallas High School & Dallas Middle School Athletic Training
- Fall 2025-Spring 2028

Submit by February 14, 2025

**REQUEST FOR CLARIFICATION
[VENDOR'S QUESTION]**

DATE: _____

QUESTION# _____

DALLAS SCHOOL DISTRICT SPECIFICATION SECTION:

VENDOR QUESTION (LIMIT ONE QUESTION PER FORM - PLEASE PRINT or TYPE)

VENDOR: _____

E-MAIL ADDRESS: _____

VIA E-MAIL TO: GRANT S. PALFEY, gpalfey@dsdhs.com

NOTE: RESPONSE WILL BE ISSUED IN FORTHCOMING ADDENDA.

**Dallas High School & Dallas Middle School Athletic
Training - Fall 2025-Spring 2028**

REFERENCES

School District/Institution References

1.	<hr/>	
	Type of Facility	
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	Address	
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	Person to Contact	Phone Number
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	Person to Contact	Phone Number

DALLAS SCHOOL DISTRICT
2000 Conyngham Avenue
DALLAS, PA 18612

**Dallas High School & Dallas Middle School Athletic Training - Fall 2025-
Spring 2028**

Statement of Vendor's Qualifications

The following questions are to be answered in a clear and comprehensive manner. If necessary, questions may be answered on separate attached sheets. The Vendor may submit such additional information as the Vendor deems necessary.

1. Name of Vendor _____

2. Office Address _____

3. When was this business organized? _____

4. If a corporation, where is the corporation incorporated? _____

5. List a maximum of five contracts of similar magnitude which are currently being serviced. Also, state the date on which these contracts will be completed: _____

6. Has the Vendor ever failed to complete any contract which was awarded? _____
If this is answered in the affirmative, please give full explanation: _____

7. Has the Vendor ever defaulted upon any contract which was awarded? _____ If this is answered in the affirmative, please give full explanation: _____

8. Provide information on organizations resources:
 - i Management Team
 - ii Truck Fleet (size and number)
 - iii Number of Employees
 - iv Number of Contracted employees
 - v Other – provide descriptions

This Statement is dated on the _____ day of _____, 20_____.

Signature _____

Printed Name _____

Title _____

NON-COLLUSION AFFIDAVIT

Contract RFP No: Athletic Training - Fall 2025-Spring 2028

State of _____

S.S: _____

County of _____

I state that I am _____, of _____ and that I am
(Title) (Name of my Firm)

Authorized to make this affidavit on behalf of my firm, and its Dallas School Districts, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP,

I state that:

(1) The price(s) and amount of this RFP have been arrived at independently and without consultation, communication or agreement with any other Vendor or potential Vendor.

(2) Neither the price(s) nor the amount of this RFP, and neither the approximate price(s) nor the approximate amount of this RFP, have been disclosed to any other firm or person who is a Vendor or potential Vendor, and they will not be disclosed before RFP opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from RFP ding on this contract, or to submit a RFP higher than this RFP, or to submit any intentionally high or noncompetitive RFP or other form of complementary RFP.

(4) The RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary of other noncompetitive RFP.

(5) _____, affiliates, subsidiaries, officers, employees
(Name of Firm)
are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in an jurisdiction, involving conspiracy or collusion with respect to RFP ding on any public contract, except as follows: _____

I state that _____ understands and acknowledges that the above
(Name of Firm)

representations are material and important and will be relied on by Dallas School District in
(Name of Public Entity)

awarding the contract(s) for which this RFP is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Dallas School District of the true facts relating to the submission of RFPs for this contract.
(Name of Public Entity)

Signature _____

Print _____

Title _____

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____, 20_____

Printed/Typed Name of Above Signatory

Title/Company Position

Notary Public

My commission expires _____