



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

June 18, 2020

Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting information for **RFI 21-12 Certified Athletic Trainer Services (Annual Contract)**.

Enclosed is a Request for Information ("RFI") packet, which provides instructions for the submission of information and identifies the goods and/or services requested by the SCCPSS. Due to the COVID-19 epidemic, all proposals should be submitted electronically in the PDF format by email to the following SCCPSS Purchasing Department email address: purchasing@sccpss.com.

Proposals will be accepted prior to **Tuesday, July 7, 2020, 11:00 A.M.** at which time they will be publicly opened, and a list of offerors registered. **Time is of the essence, and any proposal received after this deadline for submission will not be accepted.** Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered prior to **July 7, 2020 at 11:00 A.M.**, then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS Purchasing Department will accept all proposals received by the purchasing@sccpss.com email account by 11:00 A.M., Offerors should not wait until the last minute to submit proposals. Any proposal not received by 11:01 A.M. will be rejected.

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

All proposals must be submitted RFI number, name, and closing date and time clearly marked in the subject line of submitting email. A copy of the RFI register will be posted on the District's website within seventy-two (72) hours after the closing date.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the offeror's proposal not being considered by the SCCPSS.**

While all forms are required, Offerors will not be required to submit notarized forms with their initial proposals due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

If you have any questions concerning this solicitation, please submit them in writing to **Bethany Burnett, Purchasing Agent, purchasing@sccpss.com**. Please note that all communications relating to this solicitation must be directed to the Purchasing Department in writing to purchasing@sccpss.com pursuant to SCCPSS policy.

If an Offeror is unable to submit a proposal at this time but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFI packet and clearly mark in the subject line of the email RFI number, name, closing date and time with the words NO RESPONSE. The subject line should read as follows: RFI 21-12 CERTIFIED ATHLETIC TRAINERS (ANNUAL CONTRACT) NO RESPONSE.

Thank you for your interest in providing goods and services to the SCCPSS.

Sincerely,


Sabrina L. Scales, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.

Vision - From school to the world: All students prepared for productive futures

"AN EQUAL OPPORTUNITY EMPLOYER"

**REQUEST FOR INFORMATION (RFI): #21-12
CERTIFIED ATHLETIC TRAINER SERVICES (ANNUAL CONTRACT)**

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (the "Board"), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System ("SCCPSS"), seeks sealed proposals for **Certified Athletic Trainer Services (Annual Contract)** as specified in this Request for Information ("RFI").

It is worth noting at the outset that the request for information (RFI) process differs from competitive sealed bidding in two important ways:

- 1) It permits discussions with competing Offerors and changes in their proposal including price; and
- 2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Vendors who wish to be awarded a contract by the Board to provide the goods and/or services requested by this RFI shall be referred to herein as the "Offeror(s)." To be considered for an award of a contract under this RFI, Offerors should carefully read this solicitation document, which is called **Request for Information (RFI) 21-12**, and all of the forms, product specifications, service requirements, contract documents, or other materials that may be attached hereto or referenced herein. This RFI and the associated documents identify the goods and/or services requested by the SCCPSS, contain the instructions for preparing and submitting proposals, and outline the process by which the Board will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFI

A. A "Cone of Silence" Applies to this RFI.

A "Cone of Silence" is imposed upon this RFI after advertising and terminates at the time the Board awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the Board of Education, the superintendent or her staff, any persons involved in evaluating the proposal, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFI.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing's designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the proposal itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing's designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Offeror may result in the rejection of the Offeror's response and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District's Purchasing Department.

B. The Goods and/or Services Requested by the SCCPSS.

The goods and/or services requested by the SCCPSS in this RFI are described in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated into this RFI by this reference.

C. The Advertising Dates for this RFI.

This RFI is being advertised on the Purchasing Department page of the SCCPSS website, www.sccpss.com, in the Savannah Morning News, the newspaper for legal notices in Chatham County, Georgia, and on the Georgia Procurement Registry. The advertisement runs on SCCPSS website from June 16, 2020 until the public opening. The advertisement runs on the Georgia Procurement Registry from June 16, 2020 until the public opening.

The advertising date(s) for this Request for Information (RFI) in the Savannah Morning News are as follows:

Thursday, June 18, 2020 and Thursday, June 25, 2020

D. Pre-Proposal Conferences Held by the Purchasing Department.

A pre-proposal conference will not be held for this RFI.

Offerors should be advised that while attendance at the pre-proposal conference for this RFI is not required, attendance may be required at an interview scheduled after the submission of proposals for this RFI.

Offerors should also be advised that other SCCPSS RFIs/RFPs may require attendance at a pre-proposal conference as a condition to being deemed a "responsive" and "responsible" Offeror eligible for a contract award.

E. The Deadline for Submitting Proposals in Response to this RFI.

The deadline for submitting proposals in response to this RFI, unless extended by the SCCPSS, shall be as follows:

Tuesday, July 7, 2020 prior to 11:00 A.M.

Time is of the essence, and any proposal received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and registered by the Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered prior to **July 7, 2020 at 11:00 A.M.**, then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS Purchasing Department will accept all proposals received by the purchasing@sccpss.com email account by 11:00 A.M., Offerors should not wait until the last minute to submit proposals. Any proposals not received by 11:01 A.M. will be rejected.

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFI or the associated specifications, a total absence of proposals, SCCPSS closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

F. Delivery and Submission of Proposals.

Offerors shall timely deliver proposals by email to purchasing@sccpss.com. All proposals must be submitted with RFI number, name, and closing date and time clearly marked in the subject line of the submitting email. The subject line of the email shall read as follows: **RFI 21-12 CERTIFIED ATHLETIC TRAINER SERVICES PROPOSAL SUBMISSION DO NOT OPEN UNTIL JULY 7, 2020 11:00 AM**. Any proposal not received by 11:01 AM will be rejected.

The proposal and all required forms shall be submitted as PDF documents attached to the email. The proposal and required forms should be submitted in a pdf entitled RFI 21-12 Proposal.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and current certificate of liability insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the Offeror's response not being considered by the SCCPSS.

While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

G. Receipt and Registration of Proposals.

Proposals and any addendum shall be registered by the Purchasing Department upon receipt and the PDF saved to a limited access computer file prior to the submission deadline. If an Offeror does not receive an email confirmation that its proposal has been received and registered prior to **July 7, 2020 at 11:00 A.M.**, then the Offeror should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 11:00 A.M., Offerors should not wait until the last minute to submit proposals. Any proposal not received by 11:01 A.M. will be rejected.

Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection. If this RFI is cancelled before the award of a contract, the District will retain, but not make open to public inspection, copies of the proposals it received to help preserve the competitiveness of a future solicitation process for the same goods and services.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror's timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the Board at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFI, Offeror agrees that proposal will remain open for acceptance by the Board for at least 120 days without any changes in terms.

In event that the Offeror refuses to perform its promises made in its offer after acceptance by the Board, the Board may take such action as it deems appropriate to redress the Offeror's failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror's lack of required performance.

I. Non-Response by Prospective Offerors

If an Offeror does not wish to submit a proposal in response to this RFI but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFI packet and email to purchasing@sccpss.com. The subject line should read as follows: **RFI 21-12 CERTIFIED ATHLETIC TRAINER SERVICES (ANNUAL CONTRACT) NO RESPONSE.**

J. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to a RFI, including but not limited to the interpretation of RFI language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of proposals, or the evaluation and contract award process outlined in this RFI, the Offeror may submit written requests for interpretation by email to the Purchasing Department's designated email address: purchasing@sccpss.com. Please include the RFI number in the subject line of the email. **The subject line should read as follows: RFI 21-12 CERTIFIED ATHLETIC TRAINER SERVICES REQUEST FOR CLARIFICATIONS.** Questions without an RFI number may not be considered.

All answers to questions and any interpretations of documents shall be made by addenda to the RFI and shall be made available to all Offerors on the District's website. While the District will also make a good faith effort to email or fax any addenda to all Offerors who attended pre-bid conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the District's failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFI. Offerors are ultimately responsible themselves for keeping track of addenda issued by the District before the deadline for submitting proposals in response to this RFI.

All requests for interpretation must be submitted to the Purchasing Department on or before the close of business, 5:00 P.M. on Thursday, June 25, 2020. The District shall not be required to answer any questions about this RFI submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

K. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The Board recognizes that participating in this RFI process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the SCCPSS.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the Board shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFI, including staff time, printing costs, attorneys' fees, or expenses of litigation.

L. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

M. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFI, the Offeror must certify that:

1. The information in this Request for Information has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;
2. The information in this Request for Information has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District's final determination regarding this RFI, directly or indirectly to any other Offeror or to any competitor;
3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

[RFI CONTINUES ON NEXT PAGE]

**Attachment A to RFI 21-12
CERTIFIED ATHLETIC TRAINER SERVICES (ANNUAL CONTRACT)**

**Goods and/or Services Requested, Format of Proposals,
Evaluation Criteria for Award, and Contract Requirements.**

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFI.

1.0 General Intent.

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "The District") is soliciting information for **Certified Athletic Trainer Services (Annual Contract)** as specified in this Request for Information **RFI 21-12**. The intent of this Request for Information ("RFI") is to solicit information from various Offerors on how a qualified firm(s) can provide Certified Athletic Trainer Services to middle and high school students athletes under the direction of a State of Georgia Licensed and Certified Physician or by a written referral received from a private physician as outlined in this RFI. The successful Offeror (hereinafter referred to as "the Offeror") shall meet the terms and conditions set forth in this document and all attachments.

2.0 Background.

Savannah-Chatham County Public School System (SCCPSS) is the 10th largest school district in Georgia. It is an urban district located in Southeast Georgia, which has seen rapid community growth. A total of 56 educational facilities are supported by 5,600 employees. More than 38,000 students and families are served by the district.

3.0 Minimum Qualifications.

All firms submitting proposals must meet, at a minimum, the following qualification requirements. Failure to meet these qualifications will result in proposal being deemed as "non-responsive".

- A. Offeror must be authorized and licensed by the State of Georgia to provide Certified Athletic Trainer Services.
- B. Offeror must have an office that is staffed with a minimum of one (1) full-time representative during the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.
- C. Offeror must demonstrate its ability to commence services within thirty (30) days of contract award and that it has sufficient technical and support staff to comply with the District's requirements upon the award of a resulting contract.
- D. Offeror must demonstrate that it has a proven system of recruiting staff and that it has sufficient staff levels so that scheduled vacations and or unexpected illnesses do not interfere with services provided.
- E. Offeror must demonstrate its financial stability to perform the services requested.
- F. Offeror must provide with their Proposal submittal the required schedules and attachments identified herein.

4.0 Scope of Services Requested by this RFI.

A. The District seeks a Service Provider who can provide Certified Athletic Trainer Services for ten (10) high schools for both Varsity and Junior Varsity athletes during all for Home and Away contests. The Certified Athletic Trainer(s) will be available every weekday and on weekends and holidays when there are practices and/or games scheduled or as determined by the Director of Athletics. The Certified Athletic Trainer will be required to provide services, as outlined in this RFI, for all participants (to include visiting teams) at the Holiday Classic and other District sponsored Athletic events hosted by the district or district school as requested by the District. Certified Athletic Trainer(s) will adhere to scheduled hours at each school assigned. Regular hours for treatment and injury assessment will be established for each school. Certified Athletic Trainer(s) will assist

during the summer with CPR and AED training for Coaching staff. and the implementation of law requiring the use of Automatic External Defibrillators (AEDs) during all of the following:

Coverage will include, but not limited to, the following:

- a. Varsity contests and practices
- b. Junior Varsity contests and practices
- c. District, Regional, Sectional and/or State events, when requested by the District.
- d. While not all school sites have all of these activities, activities where trainers would be needed include the following:
 - Baseball
 - Basketball
 - Cheerleading
 - Cross Country
 - Flag Football
 - Football
 - Golf
 - Riflery
 - Soccer
 - Lacrosse
 - Softball
 - Swimming
 - Tennis
 - Track & Field
 - Volleyball
 - Wrestling

B. To provide the requested athletic training services, the District expects the service provider to provide a Georgia licensed physician qualified to provide direction, supervision, and review of athletic training services. Furthermore, all athletic trainers must be properly certified to provide such services in a public school setting.

C. Physical and Play Monitoring: Certified Athletic Trainer will be required to determine an individual's readiness to participate in athletics as well as when an individual should be deemed ineligible to participate in accordance with District and State rules and regulations.

D. Athletic Physicals: Athletic Trainers will arrange and schedule with the district at least two (2) free mass pre-participation screening sessions during the school year. (one in the late spring and the other in the fall). The district will charge individuals a nominal fee to help offset the cost of ATC supplies.

E. Equipment: District requests that Certified Athletic Trainers advise in the selection, fit, function and maintenance of athletic equipment.

F. Injury Management: Certified Athletic Trainer will provide on-site recognition, evaluation, and immediate treatment of illnesses and injuries which occur during games and/or practices. Athletic Trainer will only administer over the counter medications and/or prescription medications when a certified "proof of permission to administer "over the counter" and/or prescription medications is on file with the school. Certified Athletic Trainer will provide follow up treatment and and/or assistance with obtaining physical evaluation as needed within Chatham County City limits. Certified Athletic Trainer will facilitate and will perform all rehabilitation and reconditioning. within the Chatham County City limits.

G. Record Maintenance: Certified Athletic Trainer will maintain accurate records of injuries, treatments and will provide copies to the Athletic Director on a monthly basis. All records are considered property of and will remain property of the District.

- H. Emergency Action Plan: Certified Athletic Trainer will assist in the development of develop and implement a comprehensive emergency plan for each sports team in regard to assigned site.
- I. Game Coverage: Certified Athletic Trainer will provide coverage at all home games and will travel with their teams as needed. Certified Athletic Trainer will also travel with the teams (based on prioritization) of each of the ten (10) High Schools. Prioritization coverage of games with all impact sports (football, wrestling, soccer) will be approved by and established by the site Athletic Director.
- J. Practice Coverage: Certified Athletic Trainer will provide coverage at the practice sessions for all impact sports (football, wrestling, and soccer). Impact sports will take priority over non-impact sports.
- K. Communication: The District requests the Certified Athletic Trainers to offer an "on call" service and to be able to see athletes within 24 hours of injury, except in emergency situations when 911 should be called.
- L. Training Room Supplies: Certified Athletic Trainer will conduct maintain an inventory of training room equipment and supplies at the beginning of each school year, at midyear, at the end of the school year, or any time upon request by the Director of Athletics and will and recommend supplies to be ordered. for the District to allow for bulk ordering and cost reduction.
- M. Weather and Heat Monitoring: Certified Athletic Trainer will document daily all weather and heat conditions and will continuously monitor during times of inclement weather or extreme heat and will communicate conditions and make recommendation regarding continuing, cancellation, or postponement of the event directly to the Athletic Director and Head Coach.
- N. Referrals: In the unfortunate event that an athlete has an injury requiring more individual attention than his/her coverage, the Certified Athletic Trainer will refer the athlete to whichever facility is dictated by the student's insurance or parent's choice.
- O. School Locations:
1. Beach High School 3001 Hopkins Street, Savannah, GA 31405
 2. Groves High School- 100 Wheathill Road, Savannah, GA 31408
 3. Jenkins High School- 1800 DeRenne Avenue, Savannah, GA 31406
 4. Johnson High School- 3012 Sunset Blvd., Savannah, GA 31404
 5. Savannah Arts Academy- 500 Washington Avenue, Savannah, GA 31405
 6. Savannah High School/Savannah Early College- 400 Pennsylvania Avenue, Savannah, GA 31404
 7. Windsor Forest High School- 12419 Largo Drive, Savannah, GA 31419
 8. New Hampstead High School- 2451 Little Neck Road, Bloomingdale, GA 31302
 9. Islands High School- 170 Whitemarsh Island Road, Savannah, GA 31410
 10. Woodville-Tompkins- 151 Coach Joe Turner Street, Garden City, GA 31408
- P. Hours of Service: The District expects for a dedicated Certified Athletic Trainer will be assigned, on a full-time basis, a minimum of forty (40) hours per week, to one (1) each of the ten (10) SCCPSS high schools listed above. In the event of an unexpected vacancy, a substitute will be provided and/or an alternate service schedule.
- Q. Scheduling of Events: A schedule of events will be provided to the Service Provider(s) and scheduling will be confirmed with each School's Athletic Director. Services will be required on weekdays, Monday through Saturday, throughout the school year. Certified Athletic Trainer will be required to conduct District business during and after normal business hours and on weekends or holidays. Athletic Trainers are required to will travel with athletic teams as needed for during all sporting events. Home events and Impact Sports take priority for coverage. Assignment of the Certified Athletic Trainer will be mutually agreed upon between the Athletic Trainer and the site Athletic Director. Contact names and phone numbers for each Certified Athletic Trainer assigned shall be provided to the District prior to contract award.

R. Coordination of Service Requirements: The Certified Athletic Trainer will work closely with each school's principal and athletic director to:

- a. Establish daily hours of operation for the athletic training room.
- b. Understand the Comprehensive Emergency Action Plan for that school.
- c. Administer a Student Athletic Aide Program in accordance with the school's activity guidelines.
- d. Establish and maintain a working relationship with a designated Physician and a community of Physicians (at no cost to the District).
- e. To complete Blood Borne Pathogens Exposure Control Plan Training provided by the District and to comply with the regulations contained therein.
- f. Maintain complete, adequate and quality medical records on all injuries and rehabilitation procedures conducted.
- g. Comply with any and all District rules, regulations and policies regarding health care delivery.
- h. Work closely with the District to ensure that proper coverage of sporting activities is provided based on risk, and that all coverage is mutually agreed upon.

S. The District also seeks Certified Athletic Trainer Services for K8/Middle Schools as follows:

- a. Events/contests that involve several schools at a single site.
 - 1) Football Games at the Jennifer Ross Complex
 - 2) Softball Games at the Paulsen Complex
 - 3) District sanctioned events (Cross Country, Track and Field, Wrestling Camp)
- b. Football Game Coverage
- c. District sanctioned Cross Country Events
- d. Softball at the Paulsen Complex
- e. District sanctioned Wrestling Camp
- f. Soccer at the Jennifer Ross Complex
- g. District sanctioned Track and Field Events

T. The District seeks part-time athletic training services at the following are the K8/Middle Schools for SCCPSS on an hourly basis:

1. Coastal Middle School, 4595 US Highway 80 East, Savannah, GA 31410
2. DeRenne Middle School, 1009 Clinch St., Savannah, GA 31405
3. Hubert Middle School, 768 Grant Street, Savannah, GA 31401
4. Mercer Middle School, 201 Rommell Avenue, Savannah, GA 31408
5. Myers Middle School, 2025 East 52nd Street, Savannah, GA 31404
6. Southwest Middle School, 6030 Ogeechee Road, Savannah, GA 31419
7. STEM Academy at Bartlett, 207 E. Montgomery Crossroads, Savannah, GA 31406
8. West Chatham Middle School, 800 Pine Barren Road, Pooler, GA 31322
9. Oglethorpe Charter School, 7202 Central Avenue, Savannah, GA 31406
10. Savannah Classical Academy, 705 E. Anderson St., Savannah, GA 31401
11. Susie King Taylor Community School, 1709 Bull St., Savannah, GA 31401
12. Ellis Montessori Academy, 220 E. 49th Street, Savannah, GA 31405
13. Garrison School for the Arts, 649 West Jones Street, Savannah, GA 31401
14. Georgetown K8 School, 1516 King George Blvd., Savannah, GA 31419
15. Godley Station K8 School, 2135 Benton Boulevard, Savannah, GA 31407
16. Hesse K8 School, 9116 Whitfield Avenue, Savannah, GA 31406
17. Isle of Hope K8 School, 100 Parkersburg Road, Savannah, GA 31406
18. Rice Creek 3-8 School, 100 Mulberry Avenue, Port Wentworth, GA 31407

U. The District may implement a number of policies pertaining to the COVID-19 pandemic, and such policies may change over the course of the year. The Service Provider will comply with any of the District's COVID-19

policies that may apply to the District's athletic programs or to the work provided by athletic trainers. With your proposal, please provide input as to how you plan to provide the requested athletic training services in the context of the COVID-19 pandemic.

V. Please address in your proposal the extent to which you are willing to consider for employment athletic trainers who have previously provided athletic training services to District students to help maintain continuity of personnel who have prior experience working with District students and staff.

5.0 Evaluation.

The District will review responses to this Request for Information. After reviewing the responses, the District may, in its sole discretion, proceed to negotiate a contract for these athletic trainer services with any party submitting a response to this RFI or any third party, including all terms, including, but not limited to, price. The District may also elect, in its sole discretion, to issue another solicitation (ITB or RFP) after reviewing submissions to this RFI. The District may also elect not to negotiate with any respondent or issue any subsequent ITB or RFP and hire employees directly or through a staffing company to provide the services requested in house. Any resulting contract from future negotiations, a future ITB, or a future RFP, must be approved by the appropriate District officials as provided by District policy. Based on the amount of the contract, approval by the elected School Board may be required.

6.0 Manner of Preparation and Submission.

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Facsimile, printed, copied or typewritten signatures are not acceptable.
- Timely delivered by email to purchasing@sccpss.com All proposals must be submitted with RFI number, name, and closing date and time clearly marked in the subject line of the submitting email. The subject line of the email shall read as follows: **RFI 21-12 CERTIFIED ATHLETIC TRAINER SERVICES PROPOSAL SUBMISSION DO NOT OPEN UNTIL JULY 7, 2020 11:00 AM.** Any proposal not received by 11:01 AM will be rejected.
- Submitted as a PDF document attached to the email. The proposal and required forms should be submitted in a pdf entitled RFI 21-12 Proposal.

7.0 Contact with Students.

Offerors shall certify that any of their employees who will provide Services under a resulting contract and will be in direct contact with Savannah-Chatham County Public School System students, defined as in the presence of students during regular school hours or during school-sponsored activities, (i) has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) such person has not been convicted of a crime of moral turpitude. Offerors shall cause any of their subcontractors to provide the same certification described herein with regard to the subcontractors' employees.

8.0 Collusion/Financial Benefit.

The Offeror certifies that his/her proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation, making a proposal for this RFI without prior knowledge of the competitive process; and is in all respects fair, without outside control, collusion, fraud, or otherwise action. Upon signing the proposal, offeror certifies that no member of the governing body of the Savannah Chatham County Public School System, or members of his/her immediate of family, including spouse, parents or children, or any other officer or employee of the District, or any member or employee of a Commission, Board or Corporation

controlled or appointed by the Executive Officer or Council has received or has been promised, directly or indirectly, any financial benefit related to this RFI and/or a contract resulting thereof.

End of Attachment A - Forms to Follow

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFI 21-12 SOLICITATION FORM 1**

Offeror Information Form

Please complete this form and sign it in the presence of a notary:

A. Local and/or Minority/Woman Business Enterprise Development Information.

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting proposals, proposals or Statements of Qualifications are required to report ownership status.

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Woman | <input type="checkbox"/> Asian-American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Majority | <input type="checkbox"/> Non-Local | |

B. How Did You Hear About This RFI? (This information is for statistical use only.)

- | | |
|---|--|
| <input type="checkbox"/> Savannah News Press Legal Ad | <input type="checkbox"/> The Herald Legal Ad |
| <input type="checkbox"/> Received Request by Mail | <input type="checkbox"/> The Savannah Tribune Legal Ad |
| <input type="checkbox"/> Visiting the Purchasing Office | |

C. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFI in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This ____ day of _____ 20 ____ By: _____
Name (printed)

Title *Signature*

Company

Address (Street, City, State, Zip)

Phone No. *Fax No.*

Federal Taxpayer I.D. No. *e-Verify No.*

Contact Person for This Proposal *Phone Number*

Acknowledge Receipt of Addendum(s) # ____ # ____ # ____ # ____ # ____

D. NOTARY: Subscribed and sworn before me on
This the ____ day of _____, 2020

Notary public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFI 21-12 - SOLICITATION FORM 2**

Contractor Affidavit Required by O.C.G.A. § 13-10-91(b)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period, if awarded a contract, and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number *Date of Authorization*

Name of Contractor

RFI 21-12 – CERTIFIED ATHLETIC TRAINER SERVICES (ANNUAL CONTRACT)

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

_____, 201____ in _____, and _____
City *State*

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON
THIS THE ____ DAY OF _____, 2020

NOTARY PUBLIC

My Commission Expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFI 21-12 - SOLICITATION FORM 3**

Disclosure of Responsibility Statement

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any convictions or civil judgments under state or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
5. List any prior suspensions or debarments by any government agency.
6. List any contracts not completed on time.
7. List any penalties imposed for time delays and/or quality of material and workmanship.
8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
9. List any pending civil actions against company for nonperformance of contract.

I, _____, of

Name of Individual Title & Authority

Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

_____ in _____, and _____
Date City State

Subscribed and sworn before me on
This the _____ day of _____, 2020

Notary Public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFI 21-12 - SOLICITATION FORM 4**

Good Faith Efforts Requirements

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of competing on this contract. Such good faith efforts of an Offeror will include, but not limited to, the following:

Attendance at pre-proposal meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts to negotiate with qualified LMWBEs for specific sub-proposals, including reasons for rejections of any sub-proposal offered.	Please explain efforts:

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFI 21-12 - SOLICITATION FORM 5**

Joint-Venture Disclosure Statement
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: _____ RFI#: **21-12**

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation