



**LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
ATHLETIC TRAINER/MEDICAL SERVICES**

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies to provide an Athletic Trainer and Medical Services. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by Noon on June 1, 2022. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
521 Trailblazer Drive
Nanticoke, PA 18634
Phone 570-740-0370
Email lolzinski@luzerne.edu

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Kristen Corcoran, Director of Student Activities at 570-740-0429 or studentlife@luzerne.edu.

Section III. CONTRACT TERM

The term of this contract shall be for a three (3) year period, commencing on July 1, 2022, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2027.

Section IV. SCOPE OF SERVICES

The National Junior College Athletic Association (NJCAA) and the Eastern Pennsylvania Athletic Conference (EPAC) of which Luzerne County Community College is a member requires that a Certified Athletic Trainer (ATC) be on site for all conference contests. Secondly, the Conference requires pre-season physical examinations of all student/athletes who wish to participate in intercollegiate athletics. In order to satisfy that requirement, the following RFP is presented:

1. Provide Certified Athletic Trainer (ATC) services as required by Conference regulations not to exceed 700 hours per ATC per year. (approximately 50 events)
2. Assigned ATC shall conduct a pre-season inventory of current training room equipment and supplies and will submit a list of necessary materials to College Athletic Director who will be responsible for the purchase and maintenance of all such reasonably requested equipment and supplies. The ATC agrees to work within the College's budget in requesting any necessary equipment and supplies for the ATC to provide services to the College.
3. The ATC assigned to the College will manage athletic injuries and perform follow-up evaluations of the remediation of the injury and consultation with College coaches and injured athletes with respect to re-entry in athletic activity.
4. The ATC will consult with appropriate health care professionals in the treatment and follow-up of the injured athlete as the ATC deems necessary and as directed by policies and procedures developed in conjunction with the ATC, College team physician, and the College.
5. The ATC may be requested by the College to provide a pre-participation screening under the direction of a licensed physician to all College athletes. Screening results will be discussed with the athlete and an appropriate exercise program will be outlined for the athlete.
6. The ATC assigned will render first aid treatment for injuries to athletes that occur during official intercollegiate events or collegiate practices for those injuries which can be appropriately treated by a qualified ATC. For injuries that the ATC determines the services of a physician is required, the first aid treatment rendered will be solely of an interim nature. College shall arrange for transportation of the injured athlete to a physician or hospital.
7. Provide pre-season physical examinations of all student athletes wishing to participate in intercollegiate athletics performed by an appropriately licensed/certified in the Commonwealth of Pennsylvania. (approximately 50 physicals)

The College will:

- The College agrees to obtain written legal consent from College's student athletes or student athlete's parent or guardian prior to services being rendered.
- As determined necessary, the College shall be responsible for securing a HIPPA compliant authorization to release protected health information from each student or student athlete's parent or guardian and shall provide the Provider with a copy of such authorization prior to services being rendered.
- The College agrees to provide the Provider with access to such related information and records as necessary for the services to be provided.
- The College shall assume full responsibility for the security, maintenance, update and confidentiality of its student's medical records under College control.
- The College is responsible for satisfying any retention and reporting requirements for all records, reports and supporting documents prepared in connection with this agreement's services in accordance with applicable law. The ownership of and right to control such reports, records and supporting documents rests with the College.
- College shall provide a secure training room facility located on College premises.

Section V. INSTRUCTIONS

Responding Companies must address the following subjects in their proposal:

1. Company History and Organization

Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

2. Cost Proposal and Invoicing

Provide service rates for certified athletic trainer and medical services as described in Section IV.

3. Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional

insured

- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

4. References

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.

Subject: PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

Attached for your reference is a file which contains directions on navigating through the website.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - IdentoGO (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60