


TRANSMITTED VIA EMAIL: 5 pages

TO: ALL PLAN HOLDERS AND POTENTIAL BIDDERS
FROM: TIFFANY McCANTS, PURCHASING OFFICER 
SUBJECT: REQUEST FOR QUALIFICATIONS: MANAGEMENT OF BUNCOMBE
COUNTY SCHOOLS (BCS) ATHLETIC TRAINERS AND SPORTS MEDICINE
PROGRAMS
DATE: NOVEMBER 19, 2019

RFQ# 36-19

The following specifications are hereby made a part of the original documents.

RFQ# 36-19

Request for Qualifications

Management of Buncombe County Schools (BCS) Athletic Trainers and Sports Medicine Programs

The Buncombe County School System is soliciting qualifications from medical groups (“vendor”) with demonstrated qualifications and experience to advise and to manage athletic training and sports medicine programs for six (6) county high schools and seven (7) county middle schools. Therefore, BCS is seeking qualifications that will include, but not be limited to, the following services:

- Supply Certified Athletic Trainers at each high school
- Supply Certified Athletic Trainer at each middle school
- Implement a student athletic training program
- Provide doctors for home football games, away varsity football games, and championships hosted by BCS
- Conduct physicals for all high school and middle school athletes
- Provide concussion baseline testing for all high school and middle school athletes
- Sponsor or guide relevant professional development sessions designed for BCS administrators and coaches

BCS will invite the most responsive vendor(s) to make oral presentations and respond to questions at a meeting of representatives from BCS high schools and middle schools.

The tentative timetable for the qualifications (“RFQ”) is as follows:

- RFQs are sent to selected vendors – November 19, 2019
- Vendor clarifications due to BCS – January 7, 2020
- Qualifications due to BCS – January 14, 2020
- Presentations to BCS representatives – February 18, 2020
(One hour for presentation and questions), Snow make-up - February 25, 2020
- Final Selection Notification – March 10, 2020 unless presentations are postponed due to weather. Notification will then take place on March 17, 2020.

Oversight of the qualifications acceptance and review process is BCS’s responsibility.

If a vendor seeks clarifications to any of the questions contained in the RFQ, the vendor must submit the clarification electronically to David Ball before 3:30 P.M. (EST) on January 7, 2020, at david.ball@bcsemail.org. Responses to all clarifications will be posted by 9:00 a.m. (EST) on January 10, 2020, at www.buncombeschools.org/purchasing. It is the vendor's responsibility to check the website for the responses.

The vendor's response to the questions contained in this RFQ must be submitted electronically and in printed copy. The electronic version of the materials may be sent to David Ball before 3:30 p.m. (EST) on January 14, 2020 at david.ball@bcsemail.org. The vendor should submit ten (10) printed copies of all material no later than 3:00 p.m. (EST) on January 14, 2020, in the office of Superintendent, Buncombe County Schools, 175 Bingham Road, Asheville, NC 28806. The package should be clearly labeled "**Response to RFQ# 36-19: BCS Sports Medicine Program.**" Material that is difficult to convert to electronic format may be submitted in printed copy only.

Under North Carolina law, sex offenders are prohibited from coming onto school campuses. The selected vendor agrees to conduct an annual check of such employees that will come onto BCS's campus on the N.C. Sex Offender and Public Protection Registration Program, the N.C. Sexually Violent Predator Registration Program and the National Sex Offender Registry. The selected vendor must perform the annual checks and must report any issues to the BCS Superintendent.

Vendors are prohibited from directly communicating or in any way trying to influence members of the BCS Board of Education, BCS administrators, or BCS coaches regarding this RFQ. Vendors should refrain from offering or providing gifts to individual board members, administrators or coaches: *NCGS § 133-32, Gifts and Favors Regulated*. Any sponsorships or services for individual schools beyond those contemplated herein should be addressed in the qualifications and/or the presentation.

There will not be a public bid opening.

David Ball may be reached for questions by calling (828) 255-5874; however, clarifications to any questions contained in this RFQ will not be addressed via telephone and will only be addressed as outlined on Page 1.

BCS reserves the right to make an award to the most responsive and responsible vendor, one that is in BCS's best interest. Likewise, BCS reserves the right to make no award and reject all proposals. Multiple vendors may be awarded a contract.

Please address the following questions as part of your proposal:

A. Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.

2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFQ.
3. Are any changes in ownership or management of your organization planned or anticipated during the next thirty-six (36) months? Have there been any changes in ownership/management in the last eighteen (18) months?
4. Are there any current or pending legal issues that could significantly impact your organization? If so, provide the following information:
 - a. The name of the adverse parties;
 - b. If a lawsuit has been filed, the state, county and court where filed and the filing year; and
 - c. A brief description of the substance of the pending legal issue or lawsuit
5. Is your organization or a partnering firm under your supervision presently being, or has it, within the past ten (10) years, been sued in a court of law for malpractice relating to a sports injury? If so, please provide the following information:
 - a. The name of the adverse parties;
 - b. The state, country and court where filed and the filing year; and
 - c. A brief description of the lawsuit including the judgment or settlement.

B. Staffing

1. Provide an organizational chart that includes all individuals in your sports medical organization that will be directly involved with the operation of the program for BCS.
2. Please provide a biographical sketch of the individual(s) that will be overseeing BCS's account, including title and experience.
3. What has been the professional staff turnover for your organization over the past three (3) years?
4. Will you be able to provide adequate coverage should a vacancy occur in a position that is regularly assigned to a school?
5. What are your plans for future expansion?
6. Individual schools will have the ability to choose their sports medicine provider, therefore, multiple vendors may be selected. List the minimum number of high schools your organization would be willing to serve as the sports medicine vendor.

C. Clients/References

1. Provide a comprehensive list of schools with whom you currently work in an athletic capacity. (Please note: Schools will not be contacted without your permission.)
2. Attach a list of at least two (2) references of clients directly served by the individual or team who would be assigned to BCS and who would be willing to be contacted.
3. Provide a list of all sports medicine accounts lost in the last three (3) years, with a brief explanation as to why the relationship was terminated. (Please note: Clients listed will not be contacted without your permission.)

D. Services

1. Describe any unique sports medicine programs or approaches your firm plans to implement and maintain for BCS.
2. In addition to Athletic Trainers, what other relevant services and/or programming can your company offer BCS?

E. Athletic Trainers Search/Selection

1. Describe thoroughly your organization's process for identifying, evaluating, and selecting potential athletic trainers and physicians for a specific school.
2. Please explain the process for your organization's evaluation of the individuals listed in the preceding question.
3. Explain the process you employ to monitor social interaction between athletes and athletic trainers.

Please note that qualifications will be considered public record. If there are any sections of your qualifications that may be considered confidential under the law (i.e. trade secrets and proprietary information), please mark those sections of your qualifications.

The Buncombe County Board of Education reserves the right to reject any or all bids or any or no reason.

End of RFP# 36-19