Request for Proposal # 2019-30
Athletic Trainer for CCSU Club Sports
Addendum 1 dated February 7, 2019

Addendum 1 has been issued to answer questions submitted related to the subject RFP

Group 1 –

1. What is the expected number of club home games that will need coverage?
   ANSWER – Anywhere from 50 to 100 per Academic Year. There were 50 home games in Fall 2018

2. Can you provide a schedule – even if it is this year’s schedule so we can have an idea of needs and staffing requirements?
   ANSWER: These are student clubs. The schedule changes weekly.

3. How many of the club teams will need coverage and what are the team?
   ANSWER: Currently there are 24 Club Sports –
   Baseball
   Brazilian Jiu-Jitsu
   DanCentral
   Dance Team
   Equestrian
   Fencing
   Golf
   Men's Lacrosse
   Karate
   Krav Maga
   Ice Hockey
   Men's Rugby
   Men's Soccer
   Men's Volleyball
   Pep Squad
   Ski/ Snowboarding
   Tennis
   Ultimate Frisbee
   Winter Guard
   Women's Flag Football
   Women's Lacrosse
   Women's Rugby
   Women's Soccer
   Women's Volleyball
4. If there are multiple games in one location will there need to be multiple AT’s or 1 AT that can cover the site? 
   ANSWER: There will need to be multiple trainers, one for each event.

5. If there are multiple games at different settings will multiple AT’s be needed? how often does this occur and can
schedules be set up to limit this? 
   ANSWER: Multiple Trainers. This occurs often. As each club operates independently altering schedules is difficult.

6. Is there a central location where the AT can evaluate and care for athletes outside of games? Example an athletic
   training room first aid area? 
   ANSWER: There is not

7. This is not exclusive meaning that other can cover events when needed? how is liability assess in these cases? 
   ANSWER: Section 1.11, Contract Exclusivity, is a standard clause in CCSU bids and is meant to protect the best
   interests of CCSU. The intent of this RFP and the subsequent contract is to have one company cover all games. The
   awarded company needs to have their own insurance.

8. I realize all home games are to be covered in the event that one cannot get covered how is it handled? 
   ANSWER: It is the company’s responsibility to cover all events. Please address your contingency plans in your
   answer to RFP Section 3.2d, Response Requirements

9. How far in advance is a schedule set? Expectations for reschedules with regards to notice for new coverage? 
   ANSWER: The schedule is set weekly. As these are student clubs, schedules change often

10. Basic supplies which I would expect to be field supplies (med kit and its supplies within) how about emergency i.e. 
    AED, splints etc. 
    ANSWER: In the case of an emergency CCSU would call 911.

11. Would our ATC have connection and support to CCSU EMS? 
    ANSWER: Not at this time

12. Who is the medical director for this or do we supply physician oversight? 
    ANSWER: CCSU does not have a medical director for Club Sports

Group 2 –

1. The CCSU sport and sports levels are Not listed on this RFP where athletic trainer coverage needed. I need to
   know the Exact Sport and Sport Levels for the entire length of this potential contract award 3 years with 2 years
   optional renewals. 
   ANSWER: See question 3 in Group 1

2. The RFP states an hourly rate for games athletic trainer assigned for CCSU club sports. We often use a standard
   game fee for most games we assign Athletic Trainer coverage.** On Appendix III – Proposal Certification we will
   list all standard game fees and hourly rates where they apply ** Once we receive answer to question 1 above? 
   ANSWER: That will be fine

3. Will you mail me back the answers to the questions asked in this CCSU_AT_RFP_Questions_020519 Document? Or are they just going to be posted on-line on this page http://www.ccsu.edu/purchasing/currentBids.html under
   RFP Number 2019-30
   ANSWER: Both
4. Additional Attachment or Documents required for the RFP
   If added, are they just going to be posted on-line on this page [http://www.ccsu.edu/purchasing/currentBids.html](http://www.ccsu.edu/purchasing/currentBids.html) under **RFP Number 2019-30**
   ANSWER: Yes

5. Is there a deadline when is the last possible date that any Additional Attachment or Documents required for the RFP will be released as Addenda to RFP (1.8 Addenda to RFP on page 3) (see question below above)
   ANSWER: February 14, 2019

6. What happens if new Attachment or Document released after already submitted complete RFP packet as Addenda to RFP (1.8 Addenda to RFP on page 3)?
   ANSWER: If an addendum needs to be issued after February 14 or after a proposal has already been submitted, CCSU will extend the proposal due date and that respondent will have an opportunity to submit an amended proposal.

7. 1.15 FEES on page 4 – States all fees and cost quoted herein shall remain firm for entire length of the contract. **
   What happens when new club sports and events where athletic trainer (AT) cover is now requested that were not listed in this RFP or contract awarded? How are those fees set in the future in now outlined in either RFP or contract.
   ANSWER: An hourly rate would apply regardless of sport. If a respondent’s standard game fee would change based on sport, fees for new sports would need to be negotiated on a case-by-case basis.

8. What is all the CHRO Paperwork that needs to be included in the RFP
   ANSWER: Commission on Human Rights and Opportunities (CHRO) paperwork is required to be in all State issued bids. If the respondent is a sole proprietor or small (under 50 employees) company they can indicate “Not Applicable” on the forms and return them that way.

9. 2.3 Specifications - ** Need to address this in RFP responses (** page 5).
   This is not a question

10. Appendix VI – RFP Response Checklist (1. Signed Proposer Certification (Appendix III) – page of RFP located; 2. Form of Proposal (Complete response to requirements in Section 3), page # of RFP; 3. References, including past or current contracts with the State of CT; 4. CHRO Paperwork:
    This is not a question

11. ** Table of Contents with page numbers required.*** A. What Appendix are required in the table of contents? Is Appendix IV – Required Forms – Commission of Human Rights and Opportunities Contract Compliance Regulations Notifications to Bidders (rev 9/17/07) – page 16 and 17 of RFP packet required to be in RFP submission and Table of Contents?
    ANSWER: Appendix I, Appendix III. See above re Appendix IV

    ANSWER: See above re CHRO

13. Is page 19 of RFP Packet – State of Connecticut Nondiscrimination Certification. ** Is this required to be added to RFP submission and Table of Contents? Or is this only to be provided if awarded Contract for CCSU Club Sports AT coverage?
    ANSWER: It will be required from the awarded contractor.
14. Is page 21 of RFP Packet – State of Connecticut Nondiscrimination Certification for contracts valued Less than $50,000 required to be added to RFP submission and Table of Contents? Or is this only to be provided if awarded Contract for CCSU Club Sports AT coverage?
ANSWER: It will be required from the awarded contractor.

15. ** All proposals must include a point-by-point response to the RFP. Each response must be cross-referenced to the corresponding number item in this RFP, and describe as much detail as possible. This is not a question

16. (3.2. Specific Response Requirements) ** Page 6 of RFP ***Provide responses on separate sheets of paper following the number sequence below.
A. Include a brief description of yourself or your firm, including related qualifications and ability to fulfill the scope of work in this RFP ** need to know page and numbers of scope of work.
ANSWER: A narrative response would suffice. We don’t understand a request for “page and numbers of scope of work”

B. Demonstrate your willingness and ability to work with representatives of the CCSU Recreation Department, including providing AT coverage for scheduled events.

C. Confirm your understanding of the requirements in Section 2.3 and your willingness and ability to abide by the same.

D. ** Section 2.3 - Specifications – A. Must cover all club sports home events and off campus events, including evening and weekend hours; B. Shall be responsible for providing all standard required supplies/basic athletic training kit; C. Must maintain schedule and communication with CCSU Recreation Department; D. Shall maintain adequate professional liability insurance; E. Must use ArbiterSports for assigning athletic trainer and providing contact info; F. Shall maintain a current Connecticut AT License. Copy of which provided to CCSU prior to contract award; G. Must notify the CCSU Recreation Department as soon as possible if an AT is unable to meet a scheduled obligation; H. Must arrive at scheduled events at the appropriate time, stay for the entire time of the event and provide services as necessary within his or her scope of practice.

E. Include contingency plans in cases of illnesses, conflicting schedules, etc.

F. Completed Appendix III, Proposal Certification

G. Confirm hourly rate (** Game fees to be charged)

H. Complete and return with RFP Appendix I (References).

B through H does not include a question

17. Appendix I References for CCSU RFP 2019-30

18. Appendix II – Instructions to Proposers

19. Appendix III Proposer Certification

20. Appendix IV. Required Forms (Bidder Contract Compliance Monitoring Report, Nondiscrimination certification)

21. Appendix V. Standard Terms and Conditions

22. Appendix VI – RFP Response Checklist ** Page 25 or RFP Packet

A. Signed Proposal Certification (Appendix III)

B. Form of Proposal (Complete response to requirements in Section 3)

C. References including past or current contracts with the State of CT or its agencies.

D. CHRO Paperwork? **** What is CHRO?

E. Non-Discrimination Certification (Individual or Entity/Corporation)

ANSWER: Appendix VI is on page 25 and is provided for the respondents’ convenience

See above re CHRO
Section 4 Bid Evaluation Criteria Evaluation –

The award of this RFP will be based upon a comprehensive review and analysis of all proposals by the RFP committee, and negotiation of the proposal which best meets the needs of the University. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation. The award shall be made to the most responsive bidder offering the best value as determined by the University. All Vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The University will include in its evaluation: proposals, references and interviews. All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below.

Criteria

1. Qualifications and Experience • Prior Experience and Qualifications specific to this RFP • References
2. 2. Proposal • Quality, clarity and completeness of proposal • Expressed understanding of the requirements of this RFP • Vendor’s ability to establish the University’s confidence that their services will meet university expectations and the requirements described herein
3. 3. Fee Structure
4. Information Required - Services requested under section III of this RFP must be addressed for any proposal to be considered responsive. Proposals should explain clearly and completely the proposers’ qualifications and experience as they pertain specifically to the services outlined in this RFP.
5. Supplemental Information - As part of the weighted average review, the University may request the Vendor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.
6. Interviews - CCSU reserves the right to request that any or all potential vendors interview with the committee in order to explain their services, expand on their reply, answer questions, or discuss any related subject areas determined to be important to the committee. The University will include in its evaluation proposals, presentations (if requested), references and interviews. In addition, the award will be predicated upon the successful negotiation of specific terms and conditions on any resulting award or contract. The University will be the sole judge of the suitability of the proposed Agreement.

**

We could not find any questions after #22 above.

All other terms, conditions and specifications in the RFP remain the same.

END OF ADDENDUM 1