



Dallas Center-Grimes
Community School District

Administration Center

2405 West First Street, Grimes, IA 50111

Phone: 515-992-3866

Fax: 515-992-3079

April 3, 2025

To Whom It May Concern:

The Dallas Center-Grimes Community School District is requesting proposals for Athletic Training Services for the school's athletic program.

We would welcome a reply if this is within your scope of expertise. The Dallas Center-Grimes Community School District will make available all relevant information needed by the vendor as they develop their proposal.

The Dallas-Center-Grimes Community School District ("District") encourages all prospective service providers to carefully examine this Request for Proposal ("RFP"). Qualified providers are requested to submit proposals to provide the services described in this RFP. The District expects its provider of athletic training services to be highly experienced, a leader and innovator, and to be able to provide comprehensive services in the relevant areas. Further, the District requires that those services be delivered consistently and be of the highest quality. In addition, the District expects those personnel who will actually be performing the services to be qualified, by virtue of their background, education, training, licensure, and experience, to provide the athletic training services desired by the District.

The District is not responsible for any expense incurred in preparing and submitting a proposal, taking any action in connection with the selection process, or for the costs of any services performed by any firm or person prior to the execution of a contract with a service provider.

Proposals should not contain promotional or display materials. Proposals must address the requirements as explained to aid the technical evaluation. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected. All proposals become the property of the District and will not be returned to the proposed service providers. Following the opening of the proposals, the contents of the proposals will be placed in the public domain and will be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the proposer. The offer made by a proposal, and any clarifications to that proposal, shall be signed by the proposed service provider or authorized officer thereof, or a designated agent empowered to bind the proposer in a contract.

The District reserves the right to conduct any investigation of the qualifications of any proposed service provider that it deems appropriate, negotiate modifications to any of the items proposed in the proposal, or request additional information from any proposer. The District may choose to conduct interviews with some or all of the service providers submitting proposals.



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The District reserves the right, in its sole discretion, to decide not to utilize the services of any selected provider or to terminate the selection without cause and without penalty, and the selection of a provider does not assure that any services will ultimately be requested. Further, the District is under no obligation to utilize the selected service provider's services on an exclusive basis. The terms and conditions of this RFP and the resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of the District.

The District reserves the right to reject any or all proposals or parts thereof, to waive any informalities or irregularities, and to enter into such contract or contracts as shall be deemed in the best interests of the District.

Proposals are due no later than 2:00 pm on Friday, May 2nd, 2025, to the Superintendent. The District reserves the right to accept or reject any or all proposals.

Please direct your reply to:

Madison Melchert, Activities Director
Dallas Center-Grimes Community School District
2555 W 1st Street
Grimes, Iowa 50111
515-986-9747

Proposals are due in the Activities Office at the high school at 2555 W 1st Street, Grimes, Iowa 50111, not later than 2:00 pm, Central time, on Friday, May 2nd, 2025.

Electronic submissions will be accepted via e-mail, no later than 2:00 pm, Central time, on Friday, May 2nd, 2025. Please e-mail bids@dcschools.com with your proposal.

Questions on the overall proposal may be directed to Madison Melchert, Activities Director, via e-mail at madison.melchert@dcschools.com.

Sincerely,

Madison Melchert

Madison Melchert
Activities Director

REQUEST FOR PROPOSAL

The Dallas Center-Grimes Community School District is requesting proposals for Athletic Training Services for the school's athletic program.

The District has an existing contract with Athletico that expires on July 31, 2025.

The successful contractor will be awarded a nonexclusive contract to provide athletic training services in the Dallas Center-Grimes Community School District ("District") for a period of one (1), two (2), or three (3) years commencing August 1, 2025. The contract will contain a provision that either party may terminate the contract with or without cause upon sixty (60) days' notice.

Item A

The Proposal must contain an agreement that the contractor will provide the following services to the District:

- a. Licensed athletic trainer(s) to provide services to the District's student athletes and staff located at one (1) high school and (1) middle school. We are requiring 1 trainer at each high school event/practice. Occasional coverage may be necessary for middle school events.
- b. This coverage is inclusive of weekends, school breaks, and holidays when practice / games are held. This time is inclusive of practice sessions following the completion of the school day.
- c. Coverage at all Varsity Football practices and camp sessions is expected.
- d. Middle School football practice 5 or 6 per year (one following each game).
- e. In the event of simultaneous competitions, the ATC will cover one (1) event to be determined by the District Activities Director. The District may request additional coverage as needed for an additional fee per hour. The request must be made by the Activities Director a minimum of 3 days prior to the event and will be covered based on the availability of additional athletic trainers.
- f. Assistance with IHSAA and IGHS AU body fat testing for wrestlers.
- g. Coverage at Regular Season athletic events:
 - a. Junior High, Freshman, Sophomore, Junior Varsity and Varsity Home Football Games
 - b. Varsity Away Football Games
 - c. Home Varsity Volleyball Matches and Tournaments
 - d. Home Cross Country Invitationals
 - e. Home Varsity Basketball Games
 - f. Home Junior High, Junior Varsity and Varsity Wrestling Meets and Invitationals
 - g. Home Junior High, Junior Varsity and Varsity Track Meets and Invitationals
 - h. Home Junior Varsity and Varsity Soccer Matches
 - i. Home Tennis Matches and Tournaments
 - j. Home Varsity Baseball Games and Tournaments
 - k. Home Varsity Softball Games and Tournaments

- h. Coverage at Postseason athletic events:
 - a. Varsity Home and Away Football Games
 - b. Home Varsity Volleyball Matches
 - c. Home Cross Country Invitationals
 - d. Home Varsity Basketball Games
 - e. Home Varsity Wrestling Meets and Invitationals
 - f. Home Varsity Track Invitationals
 - g. Home Varsity Soccer Matches
 - h. Home Varsity Tennis Matches
 - i. Home Varsity Baseball Games
 - j. Home Varsity Softball Games
 - k. All Athletic State Tournaments

- i. Coach/Athlete Educational Programs – Upon written request, the ATC will provide educational in-service training of one hour per season to athletes, students, parents, or coaches regarding sports medicine and safety programs. Additional in-services may be provided by the ATC or other ATC vendor staff upon request of the School.

- j. The process used for the assignment of trainers to non-District events in our facilities (e.g., Iowa High School Athletic Association/Iowa Girls High School Athletic Union tournament games involving two different schools).

- k. The process used for the assignment of trainers for other District events, such as youth football and other events.

- l. Ability to travel between District venues.

Item B

The Proposal must clearly outline the following with respect to individual athletic trainer's/trainers' certification and licensure, and training:

- a. The athletic trainer(s) must be licensed by the State of Iowa.
- b. The athletic trainer(s) must be certified by the National Athletic Trainer's Association Board of Certification.
- c. The athletic trainer(s) must submit to a criminal background check and abuse registry checks as conducted by the District.
- d. If the contractor knows the names of the trainer(s) who would be assigned to the Dallas Center-Grimes Community School District under the contract, please include the resume(s) of the individuals.
- e. Outline the training that your Athletic Trainer will have related to concussion management.

Item C

The Proposal must clearly outline the following with respect to the individual athletic trainer's selection, placement, and evaluation:

- a. The input the District may provide with respect to the hiring and/or placement, evaluation, and termination or reassignment of an athletic trainer in the District.
- b. A discussion of the evaluation process conducted by the contractor related to personnel.
- c. A discussion of the process by which the contractor will collect information from the District pertaining to that evaluation.

Item D

The Proposal must address the following issues with respect to the athletic trainer's attendance and availability:

- a. The process used to comply with the contract when simultaneous events occur.
- b. The process used in emergency situations when the athletic trainer is unavailable to attend practice and/or events.
- c. The process used in non-emergency situations (vacation, etc.) when the athletic trainer is unavailable to attend practice and/or events.
- d. The process used in situations where multiple athletic trainers are required. For example: wrestling invitationals, concurrent events, and multiple sites.
- e. The process used in situations where the District may request training outside the normal scope of the school program.

Item E

The Proposal must outline the following related to care beyond the scope of the athletic trainer:

- a. The process used to advise the individual student/parent of the need for care beyond the individual athletic trainer's abilities.
- b. Disclosure of any affiliations or relationships and/or expectations related to the referral process of students for additional services. There must be agreement that students and their families have the right to choose any medical or other provider.
- c. A discussion of the need for additional coverage at events to include EMS Services and additional medical or training staff.

Item F

The Proposal must outline the contractor's expectations of the District in terms of the supply of the following items:

- a. Athletic training facility.
- b. Athletic training equipment.
- c. Athletic training supplies.
- d. Other materials and supplies.

Item G

The Proposal must outline the contractor's expectations of the District in terms of financial remuneration:

- a. Annual fees.
- b. Payment timelines.
- c. Fees for additional services.

Item H

The Proposal may include a proposed contract form. The contract form may not contain any provision that is in conflict with the expectations of the District as outlined in this request for proposals. In addition, any final contract must provide (a) that the contractor will be responsible and will indemnify and hold the District and its employees and agents harmless from any liability for the unauthorized disclosure of student information; (b) that the contractor will not allow any personnel on District property or at District events who are on a sexual offender registry without consent of the District; and (c) that the contractor is solely responsible for all employment costs, benefits and other matters relating to the trainer(s). This would include any background checks costs to ensure safety of students and employees of the district.

Item I

A listing of no less than five (5) current and/or former school districts / organizations that the contractor works with / has worked with in the past three years. Included in this must be the name and contact information for the point of contact at the school district / organization.

Tentative Schedule

April 7, 2025	Issue RFP
May 2, 2025	Response to RFP due
May 9, 2025	Contract awarded to Vendor
August 1, 2025	New Contract Begins

Review the Contents of the Request for Proposal

Proposals will be reviewed following the deadline. Interviews of vendors may or may not be conducted after the date.

As the proposal process moves forward, it may be necessary to clarify items in a proposal. The proposal must include contact information for the person who will be representing the service provider through the process.

The award of any contract will be based upon a comprehensive review, analysis and negotiation of the Proposal which best meets the needs and objectives of the District. The District reserves the right to reject any and all Proposals or any part thereof, to waive informalities, to engage in additional negotiation with a bidder, and to enter into such contract as shall be deemed in the best interests of the Dallas Center-Grimes Community School District. The contract shall not be valid until it is approved by the Board of Directors of the District.

Questions on this may be directed to Madison Melchert, Activities Director, via e-mail at madison.melchert@dcdschools.com.

Evaluation Criteria

Evaluation criteria includes:

1. Ability to meet our service requirements
2. Vendor's history and references
3. Annual fees / additional fees
4. Service terms and requirements.

Submittal Deadline

Proposals are due in the Activities Office at the high school at 2555 W 1st Street, Grimes, Iowa 50111 not later than 2:00pm, Central time, on Friday, May 2nd, 2025.

Electronic submissions will be accepted via e-mail, no later than 2:00pm, Central time, on Friday, May 2nd, 2025. Please e-mail bids@dcdschools.com with your proposal.

Proposals received after the date and time specified will not be considered. All proposals will become the property of the Dallas Center-Grimes School District.