

**Request for Proposals  
Athletic Training Services  
Clinton Board of Education**

RFP Specifications for a contract for Athletic Training Services beginning in the 2021-2022 school year, will be posted on the District website on April 9, 2021 at: [www.clintonpublic.net](http://www.clintonpublic.net) under [Departments/Finance & Business Office/Projects & Bids](#).

Sealed Proposals must be submitted in duplicate to the Office of the Superintendent, c/o the Business Manager, Clinton Board of Education, 137-B Glenwood Road, Clinton, CT 06413 on or before NOON, EST, on Friday, May 7, 2021. Due to COVID-related restrictions, there will not be a public opening bid presentation. In lieu of the public bid opening, proposals, including vendor names and dollar amount quoted, will be posted on the district website by 4:00 pm on Friday, May 7, 2021.

The Board of Education reserves the right to accept or reject any or all Proposals, in whole or in part, and to waive any technical defect in the Proposals received and to make such awards, in whole or in part, including accepting a proposal or part of a proposal. The BOE reserves the right to re-advertise the RFP; to modify proposals based upon negotiations with the proposer(s) if it is deemed to be in the best interest of the Board of Education. The BOE also reserves the right to interview and negotiate with one or more proposers after the proposals are open.

In the event of any ambiguity, inconsistency, or error in the Proposal Document, the Proposer is required to draw such matter to the attention of the Clinton Public Schools before he submits his/her Proposal.

The Contract shall be contingent upon appropriation by the Town of Clinton of funds sufficient to meet the District's operating costs, as budgeted by the Board for each fiscal year.

This Request for Proposals ("RFP") includes:

- Standard Instructions to Proposers
- Required Contract Terms
- Specifications
- Proposal Form
- Proposer's Legal Status Disclosure Form
- Proposer's Non Collusion Affidavit Form
- Proposer's Statement of References Form
- Addenda, if any

Two (2) originals of the "Proposal Forms," properly and completely executed, must be submitted if the proposal is to be accepted as a valid proposal. Questions regarding the specifications or related materials may be directed to: Carolyn Dickey, Business Manager, Clinton Board of Education, 137-B Glenwood Road Clinton, CT 06413, [cdickey@clintonpublic.net](mailto:cdickey@clintonpublic.net) ,(860) 664-6506.

Maryann O'Donnell  
Superintendent  
Clinton Board of Education

**Request for Proposals  
Athletic Training Services  
Clinton Board of Education**

Request for Proposal Sections and Exhibits:

Section 1 – Instructions to Proposers

Section 2 – Definition of Terms

Section 3 – Scope of Services

Section 4 – Compliance with Laws

Section 5 – Indemnification

Section 6 – Insurance Requirements

Exhibit A-F – Proposal Forms

## SECTION I – INSTRUCTIONS TO PROPOSERS

Forms and information regarding this proposal may be obtained on the District's website, at [www.clintonpublic.net](http://www.clintonpublic.net) under [Departments/Finance & Business Office/Projects & Bids](#).

Sealed Proposals must be submitted in duplicate to the Office of the Superintendent, c/o the Business Manager, Clinton Board of Education, 137-B Glenwood Road, Clinton, CT 06413 on or before NOON, EST, on Friday, May 7, 2021. Due to COVID-related restrictions, there will not be a public opening bid presentation. In lieu of the public bid opening, proposals, including vendor names and dollar amount quoted, will be posted on the district website by 4 pm on Friday, May 7, 2021. Proposals received later than that date and time will not be considered and will be returned.

- 1.1. All Proposals will be submitted in a sealed envelope and plainly marked "Proposal–Athletic Training Services."
- 1.2. The Board of Education reserves the right to accept or reject any or all Proposals, in whole or in part, and to waive any technical defect in the Proposals received and to make such awards, in whole or in part, including accepting a proposal or part of a proposal, if it is deemed to be in the best interest of the Board of Education. Clinton Public Schools also reserves the right to discuss the scope of services with any of the Proposers and to make modifications if Clinton Public Schools determines it is in the best interest of the District. The District also reserves the right to interview and negotiate with one or more proposers after the proposals are open.
- 1.3. No proposal will be accepted as valid unless the Proposal Forms, as included in these specifications, is properly and completely executed. Each proposer must submit two (2) originals of its proposal.
- 1.4. All prices quoted by proposers must be firm prices for a period of sixty (60) days from Friday, May 7, 2021. If awarded the Contract, the prices shall be firm prior to the execution of the Contract and then during the term of the Contract.
- 1.5. Proposers, to be eligible, must have had at least three (3) years of previous contractual experience providing services to a school district.
- 1.6. The submission of a proposal shall serve as conclusive evidence that the Proposer has satisfied itself as to all the requirements outlined in the Proposal Specifications and to all conditions serving to control the execution of any contract which may ensue.
- 1.7. Each proposal must contain the following information:
  - A. List of all Proposers' contracts that are now in force or have been concluded within the past five (5) years within the State of Connecticut.

- B. List of the name, address and telephone number of the school official responsible for administration of the contract at each school district listed in (A) above.
- C. All Proposers shall show evidence to the Board of satisfactory financial stability.
- D. Each Proposer shall provide to the Board a list of key management personnel and their resumes. Each Proposer shall describe each key manager's experience with athletic training services. The successful Proposer shall, prior to the execution of the Contract, provide the name of the trainer required in the Contract and the names of supervisors who will oversee the trainer, including phone numbers.
- E. Each proposer shall submit a completed Proposer's Non Collusion Affidavit Form that is part of this RFP.
- F. Failure to respond to these requirements fully and accurately may be cause for rejection of a proposal, at the discretion of the Clinton Board of Education administration.

1.8. Proposals must be submitted on forms included with the Proposal Specifications. All forms must be properly signed and completely filled out. Any modification which a Proposer submits must be on a separate attachment and must be properly signed.

1.9. Within thirty (30) days following the award of the Proposal, the successful Proposer will enter into a written contract with the Board and will, at that time, file appropriate certificates of insurance.

1.10. Should a prospective Proposer desire clarification or interpretation of any item in the Proposal Specifications, such request must be made in writing to the Business Manager at [cdickey@clintonpublic.net](mailto:cdickey@clintonpublic.net) not later than the end of the day on Friday, April 23, 2021, who will supply a response in writing to all known Proposers. The Board of Education will not be responsible for any alleged oral instructions or interpretations given to Proposers. Any inquiry and response and/or modification to the Proposal Specifications will be made by addendum. Any addendum will be emailed if any prospective Proposer has provided to the Board an email address or otherwise mailed to all persons that have requested the Request for Proposals. Each Proposer shall confirm prior to submitting its proposal that it has received all addenda.

1.11. Award of the Contract will be made by the Board following a study of all proposals within 30 days after the date of the proposal opening. The Board may elect to award the contract to other than the low proposer if it is judged to be in its best interest. Criteria which may be applied in the determination of the successful proposer will include prices, financial responsibility, references, past performance, safety record and overall demonstrated responsibility of the proposer and its personnel. The term of this contract is for 3 years.

## **SECTION 2 – DEFINITION OF TERMS**

- 2.1 BOARD – shall mean the Clinton Board of Education (also referred to as the District or Clinton Public Schools), 137-B Glenwood Road, Clinton, CT 06413.
- 2.2 SCHOOL ADMINISTRATION – shall mean the Superintendent of Schools, or his/her designee.
- 2.3 PROPOSER – shall mean any qualified school athletic trainer who submits a proposal in conformance with the Proposal Specifications.
- 2.4 PROPOSAL SPECIFICATIONS – shall mean the Request for Proposals, Definition of Terms, Instructions to Proposers and Proposal Form.
- 2.5 PROPOSAL – shall mean a submission by a Proposer to provide athletic training services for Clinton school children in accordance with the Proposal Specifications at a given price.
- 2.6 CONTRACT – shall mean a formal written agreement signed by the Board and the Athletic Trainer following acceptance by the Board of a Proposer's proposal to provide athletic training services for school children in accordance with the Proposal Specifications.
- 2.7 CONTRACTOR – shall mean a person or entity whose proposal has been accepted by the Board and who is under contract to provide athletic training services.
- 2.8 STUDENT – shall refer to any child for whom the Clinton Board of Education provides educational services.

## **SECTION 3 - SCOPE OF WORK**

- 1) The certified athletic trainer shall meet the qualifications of and be licensed by the State of Connecticut. Said athletic trainer will be available at The Morgan School on a regularly scheduled basis. Said athletic trainer will be available for thirty (30) hours per week at The Morgan School, at the discretion of the Athletic Director, up to six (6) days per week. During this time, athletic practice and event coverage will be provided. The thirty (30) hours per week shall include the regular hours at The Morgan School, which are currently 1:30 p.m. to approximately 6:30 p.m. with additional coverage for home contests and events, Monday to Saturday during the school year, but are subject to change by the Athletic Director. The remainder of the hours shall be set by the Athletic Director by written schedule provided to the Contractor. Some services may be provided at locations other than The Morgan School.
- 2) The Contractor will provide services that will include evaluation and treatment of athletic injuries, application of first aid, and recommendation for exercise or physical measures for minor injuries.
- 3) The certified athletic trainer will be responsible for the athletic training room while in attendance there. This includes, but is not limited to, keeping the area clean, organized, maintaining a system for seeing and treating athletes and reporting equipment needs to the Athletic Director. The certified athletic trainer will also advise the Athletic Director on inventory status, requisitioning of supplies, and facility management.

- 4) The certified athletic trainer will keep accurate records of all athletic injuries that are reported and all rehabilitation procedures. All records related to services provided under the Contract shall be kept in the secure storage cabinets provided by the Board at The Morgan School. The certified athletic trainer shall comply with all Board policies regarding confidentiality of information and records.
- 5) The certified athletic trainer will develop and distribute emergency procedures and emergency phone numbers.
- 6) The certified athletic trainer will inspect and take inventory of all team medical kits prior to the beginning of each season.
- 7) The certified athletic trainer will provide for coordination of communication between injured athletes, coaching staff, team or family physicians and parent/guardian.
- 8) The certified athletic trainer will be immediately responsible to the Athletic Director.
- 9) The Contractor will provide first aid and CPR training to coaches. Any American Red Cross fees will be the responsibility of Clinton Public Schools.
- 10) The certified athletic trainer will provide event coverage for the following:
  - A) Fall preseason sports coverage at The Morgan School beginning on the first day of preseason participation for *varsity* sports.
  - B) Fall sports coverage including football, boys and girls soccer, cross country, cheerleading, field hockey, girls volleyball or other sports that may be played during this season.
  - C) Winter sports coverage including fencing, wrestling, boys and girls basketball, cheerleading, boys and girls indoor track and any other sports that may be played during this season.
  - D) Spring sports coverage including boys and girls lacrosse, baseball, softball, outdoor track boys and girls, boys and girls tennis, golf and any other sports that may be played during this season.
  - E) Tournament coverage will be provided for all home tournaments for The Morgan School athletic teams.
- 11) The athletic trainer will follow guidelines set under the standing orders that have been mutually agreed upon by the Contractor, Board Medical Director or Team Physician.

12) A Certified Athletic Trainer will be present at The Morgan School for an average of 30 hours per week. The Athletic Trainer would serve as Head Athletic Trainer at The Morgan School and provide all such athletic training duties, within their 30/hour work week, deemed appropriate by the Athletic Director and Athletic Trainer. These responsibilities range from the administration of the Training Room to on the field coverage.

Illustrated below is an average day for our Athletic Trainer at The Morgan School:

1:30 - 2:00     Administrative time, communication with school officials  
(i.e., Nurse, AD, Athletic Secretary)

2:00 - 2:30     Practice & Game Preparation

2:30 - 3:30     Evaluation & Treatment of Athletic Injuries

3:30 - 5:30     Game & Practice Coverage

5:30 - 6:30     Post Game & Practice

(Saturday and night coverage will be based on the coverage schedule of 30 hours per week)

#### **FALL COVERAGE:**

August - November Fall Season Coverage

Monday - Friday 1:30 - 6:30 p.m.

Times will vary to include priority night and weekend coverage up to *30 hours per week of coverage*

#### **WINTER COVERAGE:**

November - March Winter Season Coverage

Monday - Friday 1:30 - 6:30 p.m.

Times will vary to include priority night and weekend coverage up to *30 hours per week of coverage*

#### **SPRING COVERAGE:**

March - June Spring Season Coverage

Monday – Friday 1:30 - 6:30 p.m.

Times will vary to include priority night and weekend coverage up to *30 hours per week of coverage*

Summer Sports conditioning camps can be offered at a cost to participants.

Seasonal sports medicine educational seminars can be offered by the Athletic Trainer to coaches, staff and parents who are interested in learning what the role of a sports medicine professional is, and also specific topics related to sports medicine such as conditioning of high school athletes, head injury management etc.

13) Clinton Public Schools may inspect the successful proposer's work at all reasonable times. This right of inspection is solely for the District's benefit and does not transfer to the District the responsibility for discovering patent or latent defects. The successful proposer has the sole and exclusive responsibility for performing in accordance with the Contract.

14) The successful proposer shall maintain all records related to the work described in the RFP for a period of five (5) years after final payment under the Contract or until all pending Board of Education, state and federal audits are completed, whichever is later. Such records shall be available for examination and audit by Clinton Board of Education, state and federal representatives during that time.

## SECTION 4 - COMPLIANCE WITH LAWS

4.1 The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments and the policies and procedures of the Clinton Public Schools. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any transportation manual or other rules, regulations and policies which the Board might publish.

4.2 Compliance with Immigration Laws. By submitting a proposal, each proposer confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America.

4.3 All information submitted in this proposal or in a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted.

4.4 In the performance of the Contract, the successful proposer will not discriminate or permit discrimination in any manner prohibited by the laws of the United States or of the State of Connecticut against any person or group of persons on the grounds of race, color, religious creed, age (except minimum age), marital status or civil union status, national origin, ancestry, sex, sexual orientation, mental retardation, mental disability or physical disability, including but not limited to blindness, unless the successful proposer shows that such disability prevents performance of the work involved.

4.5 For all purposes of this contract, all athletic trainers and others engaged by the Contractor for the performance of this contract shall be considered employees of Contractor and not the Clinton Public Schools. All personnel shall be the responsibility of the Contractor and shall be the Contractor's employees. All personnel must meet all legal and regulatory requirements for holding their respective positions, and shall be in all respects compliant with all requirements of law, ordinance or regulation of the State of Connecticut, including all required licensing, training and certification. In addition, the Contractor will be responsible for fulfilling the fingerprinting requirements, background check requirements, and drug and alcohol testing requirements pursuant to all Federal law, State Department of Education requirements, State law, and Board of Education policy.

4.6 Cessation of business/bankruptcy/receivership. If the successful proposer ceases to exist, dissolves as a business entity, ceases to operate, files a petition or proceeding under any bankruptcy or insolvency laws or has such a petition or proceeding filed against it, the Clinton Board of Education has the right to terminate the Contract effective immediately. In that event, the Clinton Board of Education reserves the right, in its sole discretion as it deems appropriate

and without prior notice to the successful proposer, to make arrangements with another person or business entity to provide the services described in the Contract and to exercise any or all of its rights at Law, in equity, and/or under the Contract.

## SECTION 5 - INDEMNIFICATION

The Contractor shall indemnify and hold the Board, the Town and their respective officers, employees and agents harmless from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations which result from, or arise out of the performance of Contractor, any employee, agent or personnel or breach of the obligations of Contractor, any employee, agent or personnel under this Contract.

## SECTION 6 - INSURANCE REQUIREMENTS

The Proposer must provide proof, along with the completed proposal package, that it can provide the insurance coverage standard for the industry. This proof can be in the form of a certificate of insurance naming the Clinton Public School District and the Town of Clinton as additional insureds, showing all the requested types and levels of coverage required, or a letter from the insurance company (s) (not agent), guaranteeing what types and levels of coverage they will provide in the event the Proposer is awarded the contract. All policies should also include a Waiver of Subrogation. Original, completed Certificates of Insurance must be presented to the Town of Clinton prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town and Board 30 days prior to cancellation.

The bidder awarded this bid must provide a current Certificate of Insurance to the Business Office PRIOR to commencement of work, with the following requirements:

a.	Commercial General Liability	
	Each Occurrence:	\$1,000,000
	Personal/Advertising Injury per Occurrence:	\$1,000,000
	General Aggregate:	\$2,000,000
	Product/Completed Operations Aggregate:	\$2,000,000
	Damage to Rented Premises:	\$100,000
b.	Automobile Liability	
	Each Accident:	\$1,000,000
	Hired/Non-owned Auto Liability	\$1,000,000
c.	Worker's Compensation, as required by Connecticut	State statute
d.	Umbrella or excess liability policy for at least:	\$1,000,000

- e. Medical Malpractice Liability Insurance for at least \$5,000,000 per claim/ \$5,000,000 annual aggregate.
- f. Waiver of Subrogation in favor of the Clinton Board of Education for General Liability, Automobile and Workers Compensation coverages.
- g. The "Board of Education" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- h. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A: VII.
- i. It is desired by the Board of Education that all insurance not be cancelled or modified without thirty (30) days written notice by registered U.S. Mail to: Clinton Board of Education, Business Office, 137B Glenwood Road, Clinton, CT 06413

CLINTON BOARD OF EDUCATION  
EXHIBIT A  
PROPOSAL FORMS

ATHLETIC TRAINING SERVICES

PROPOSER'S FULL LEGAL NAME: \_\_\_\_\_

PRICE PROPOSAL

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the RFP, including any addenda hereby offers and agrees as follows:

**ATHLETIC TRAINER** - To provide the products and/or services specified in, and upon the terms and conditions of, the RFP for the total sum of:

First Year: \_\_\_\_\_ 00/100 Dollars  
(write out in words)

\$ \_\_\_\_\_

Second Year: \_\_\_\_\_ 00/100 Dollars  
(write out in words)

\$ \_\_\_\_\_

Third Year: \_\_\_\_\_ 00/100 Dollars  
(write out in words)

\$ \_\_\_\_\_

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed products and/or services called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for the products and/or services called for in the RFP.

**EXHIBIT B**  
**QUESTIONNAIRE**

**ATHLETIC TRAINING SERVICES**

**1. Occupational Safety and Health Law Violations**

Has the proposer or any firm, corporation, partnership or association in which it has an interest:

(1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) ***or***

(2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**2. Arbitration/Litigation**

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any pending or resolved arbitration or litigation?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**3. Criminal Proceedings**

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**EXHIBIT B**  
**QUESTIONNAIRE**

**ATHLETIC TRAINING SERVICES**

**4. Ethics and Offenses in Public Projects or Contracts**

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**5. Conflict of Interest**

Is the proposer aware of any personal or business relationship between a Clinton Board of Education officer or employee and an officer, director, member, manager or partner of the proposer that could be regarded as creating a conflict of interest?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**NOTE:**

THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE RFP, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

**EXHIBIT C**  
**PROPOSER'S LEGAL STATUS DISCLOSURE**

**ATHLETIC TRAINING SERVICES**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

**IF A SOLELY OWNED BUSINESS:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from street address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

Yes      No

If yes, please state the full street address (not a post office box) of that "permanent place of business"

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**IF A CORPORATION:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from street address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Officers

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President

Secretary

Chief Financial Officer

**EXHIBIT C**  
**PROPOSER'S LEGAL STATUS DISCLOSURE**

**ATHLETIC TRAINING SERVICES**

**IFA CORPORATION (continued):**

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

Yes      No

If yes, please state the full street address (not a post office box) of that "permanent place of business"

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**IFA LIMITED LIABILITY COMPANY:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from street address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business\_\_\_\_\_

Names of Current Manager(s) and Member(s)

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Name & Title (if any)	Residential Address (street only)
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Name & Title (if any)	Residential Address (street only)
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Name & Title (if any)	Residential Address (street only)
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Name & Title (if any)	Residential Address (street only)
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Name & Title (if any)	Residential Address (street only)
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*(Attach additional sheets as necessary)*

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

Yes      No

If yes, please state the full street address (not a post office box) of that "permanent place of business"

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**EXHIBIT C**  
**PROPOSER'S LEGAL STATUS DISCLOSURE**

## ATHLETIC TRAINING SERVICES

## **IF A PARTNERSHIP:**

Proposer's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from street address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

### Names of Current Partners

Name & Title (if any) \_\_\_\_\_ Residential Address (street only) \_\_\_\_\_

Name & Title (if any) \_\_\_\_\_ Residential Address (street only) \_\_\_\_\_

*(Attach additional sheets as necessary)*

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

Yes      No

If yes, please state the full street address (not a post office box) of that "permanent place of business"

Proposer's Full Legal Name (print)  Signature

Name & Title of Proposer's Authorized Representative

Proposer's Representative, Duly Authorized (signature)

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Date \_\_\_\_\_

**EXHIBIT D**  
**PROPOSER'S NON COLLUSION AFFIDAVIT FORM**

**ATHLETIC TRAINING SERVICES**

**PROPOSAL FOR:**

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Clinton Board of Education is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Clinton Board of Education to consider its proposal and make an award in accordance therewith.

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Proposer's Full Legal Name (print)

Signature

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Name & Title of Proposer's Authorized Representative

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Proposer's Representative, Duly Authorized (signature)

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Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public

My commission expires on: \_\_\_\_\_

**EXHIBIT E**  
**PROPOSER'S LIST OF CONTRACTS IN PLACE (LAST 5 YEARS) &**  
**SCHOOL OFFICIAL POINT OF CONTACT**

**ATHLETIC TRAINING SERVICES**

Provide at least three (3) references:

Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Individual Contact Name & Position \_\_\_\_\_

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Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Individual Contact Name & Position \_\_\_\_\_

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Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Individual Contact Name & Position \_\_\_\_\_

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**EXHIBIT F  
ADDENDUM**

**ATHLETIC TRAINING SERVICES**

**Please attach:**

**Financials**

**Key Manager & Staff Resumes**

## CERTIFICATION TO THE ATHLETIC TRAINING SERVICES PROPOSAL FORM

The Proposer has read and understood the Proposal Specifications, INCLUDING Exhibit A, attached hereto and made a part hereof, and the following addendum: Audited Financials and Key Manager Resumes, and the Proposal conforms to the terms and conditions of the Proposal Specifications.

I hereby certify, as an officer of \_\_\_\_\_, that, as the Proposer under these Proposal Specifications, all of the information and material supplied to the Board as required by these Proposal Specifications are complete and true. I, as an officer of \_\_\_\_\_, understand that all of the terms and conditions of these Proposal Specifications shall be included in the Contract executed with the Board, if awarded the Contract. I, as an officer of \_\_\_\_\_, further understand that any information that is found to be incomplete or false, or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

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Signature

Date

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Name

Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public

My commission expires on: \_\_\_\_\_

### PROPOSER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

FAX: \_\_\_\_\_