



TO **Prospective Supplier**

FROM **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**
Ph 616/331-3211 Fax 616/331-3287 smalligk@gvsu.edu

DATE **January 16, 2018**

RE **Request for Proposal #218-05 Athletic Training and Rehabilitation Services**

Grand Valley State University is accepting proposals for athletic training and rehabilitation services for its Intercollegiate Athletics department for a three year contract term plus two optional one year extensions. If you wish to bid to provide this service, submit your proposal by e-mail (smalligk@gvsu.edu), mail, or drop-off no later than **5:00 p.m. Thursday February 8, 2018** to Attn: Kip Smalligan, Grand Valley State University Procurement Services, 2015 JHZ, 1 Campus Drive, Allendale MI 49401-9403. Your proposal must be received by that date and time. No mail, telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible proposals. **Please write the RFP number RFP #218-05 in the subject line of your e-mail, or on your bid envelope.**

Make sure that:

1. The Proposal/Certification/Contract form is signed by an authorized individual.
2. All addenda received are acknowledged

Contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

GVSU RFP #218-05 Athletic Training and Rehabilitation Services: Instructions

Grand Valley State University is accepting proposals for athletic training and rehabilitation services for its Athletics department for a three year contract term plus two optional one year extensions if mutually agreeable to GVSU and the supplier. If you wish to bid to provide this service, submit your proposal by e-mail (smalligk@gvsu.edu), mail, or drop-off no later than **5:00 p.m. Thursday February 8, 2018** to Attn: Kip Smalligan, Grand Valley State University Procurement Services, 2015 JHZ, 1 Campus Drive, Allendale MI 49401-9403. Your proposal must be received by that date and time. No mail, telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible proposals. **Please write the RFP number RFP #218-05 in the subject line of your e-mail, or on your bid envelope.**

1. RFP Schedule:

Proposal Due Date:	February 8, 2018, 5:00 pm
Interview Finalists (optional):	February 2018
RFP Awarded By:	March 1, 2018
Service Commences:	August 1, 2018

2. Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the RFP. Notice will also be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://gvsu.edu/purchasing/bid-opportunities-35.htm>. Each supplier should acknowledge receipt of addenda in their proposal on the proposal form, but the failure of a supplier to receive or acknowledge receipt of any addendum, shall not relieve the supplier of the responsibility for complying with the terms thereof.
3. See attached GVSU General Terms and Conditions.
4. The supplier's proposal should be prepared simply and economically, providing a straightforward, concise description of the service, approach, and ability to meet the University's needs as stated in this RFP. The supplier must state any qualification or reservation if any requirement cannot be fully met or can only be fully met with significant workaround or adjustment.

Complete the Proposal Form on page 8 and 9.

5. Include all costs to GVSU in your proposal. Provide a cost schedule for optional or variable costs.

6. The proposal deemed to be the most advantageous and of best value to the University will be awarded the contract. The University reserves the right to reject any or all proposals, to waive irregularities or informalities, to negotiate terms, and, in general, to take actions that it deems to be in the best interest of the University. Factors considered in evaluation of the suppliers' proposal include, but are not limited to, the following:
 - Qualifications, experience, availability, and past performance of supplier as determined by supplier's background information and references.
 - Ability to meet RFP specifications; compliance with terms and conditions.
 - Competitive cost while demonstrating sufficient financial strength to ensure the full and proper performance of the contract through its term.
 - Proposal preparation, compliance with steps and procedures utilized in the completion and submission of the proposal.
7. Supplier may be asked to make a presentation to the evaluation committee.
8. Acceptance of awarded proposal will be made by GVSU purchase order.
9. GVSU is Michigan sales and use tax exempt. Our tax exemption certificate will be provided to awarded supplier.
10. Suppliers are responsible for all associated costs incurred in responding to this RFP.
11. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu, with any questions regarding this RFP.

GVSU RFP #218-05 Athletic Training and Rehabilitation Services: Specifications

GENERAL

1.1 PURPOSE

Grand Valley State University (the “University”) is seeking a supplier to perform physical therapy and athletic training and rehabilitation services for elite student athletes in the University’s athletic programs.

1.2 OVERVIEW

- A. The supplier agrees to furnish (2) two NATA certified and Michigan licensed athletic trainers for 40 hours per week each (total of 80 hours) during the school year [\(August 1 through May 31\)](#) including attendance to those events set forth below. The athletic trainers should clear appropriate background checks.

The supplier will provide information for the prevention and treatment of sports related injuries consistent with the scope of services, which can be provided by a Michigan licensed athletic trainer.

Athletic trainer A will be responsible for the sports of volleyball, swimming/diving and tennis.

Athletic trainer B will be responsible for the sports of women’s basketball and softball.

Upon request, licensed athletic training staff may be required for additional events not listed here not to exceed the number of hours per week set forth in section 1.2.

GVSU will pay for all transportation, lodging, meals and other reasonable expenses for the athletic trainers to travel to these events

- B. The supplier also agrees to furnish (1) one licensed physical therapist for 20 hours per week. Therapists should clear appropriate background checks. The physical therapist is not required to attend athletic events. GVSU will supply adequate space for physical therapy services.

- Evaluate, manage and treat athletic-related injuries and conditions
- Refer individuals to physicians where appropriate
- Design and implement rehabilitation, conditioning, and weight-training programs
- Maintain accurate records on athletes with injury or illness in accordance with HIPAA and FERPA requirements
- Provide physical therapy services to aid in the rehabilitation of athletes

1.3 TERM

The term shall be in full force and effect commencing on August 1, 2018 and shall continue for a (3) three year term ending on May 31, 2021 with (2) two additional (1) year renewal options to continue through May 31, 2023.

A. Termination

The agreement may not be terminated by the supplier for convenience. The agreement may be terminated for cause by GVSU or supplier for a material default of any obligation hereunder, but only after delivering notice upon the defaulting party identifying the nature of the default and providing the defaulting party at least (60) days in which to cure said default. If the defaulting party fails to cure the identified default within the required time period, then the non-defaulting party may terminate the agreement upon 180 days additional notice.

B. Effect of Termination or Expiration

Upon the termination or expiration of the agreement, the parties shall reasonably cooperate as necessary to wind up their relationship, providing to the other such records as may be required to effectively transition the services described herein to a new provider of rehabilitation services. Following the termination or expiration of the agreement, each party shall continue to process payments for services provided by the vendor during the term of this agreement as necessary to fulfill the billing and payment obligations of the parties under the agreement. The foregoing obligation shall survive the expiration or termination of the agreement.

2.0 SUPPLIER QUALIFICATIONS

Suppliers must describe and offer evidence of their ability to meet each of the qualifications below:

- A. Supplier must provide, in writing, a statement that the supplier has been regularly and continually engaged in business for a minimum three (3) years engaging in furnishing, delivering, servicing, repairing and installing, equipment, goods, or services required in this solicitation.
- B. Supplier's proposal shall provide evidence of technical experience, facilities, organization, and support staff that will be assigned to the University to provide the products and services as outlined within the RFP specifications.
- C. Supplier shall provide an organizational chart and proposed management team for this account.
- D. Supplier shall provide the company's legal name, corporate officers, national and regional office addresses, phone and fax numbers
- E. Supplier shall provide a statement of compliance with all requirements of the RFP specifications.
- F. Supplier shall provide the names, positions and technical experience of the company representatives that will be involved in the services as outlined in the RFP specifications.

2.1 STAFF

- A. Specify and describe the following:
 - i. Current staff of employed athletic trainers
 - ii. Number of people planned to be assigned as athletic trainers to meet the requirements of the RFP
 - iii. Anticipated additional staff, if any, expected to be hired to meet the requirements of the RFP

3 SPONSORSHIP

In support of the Athletics Department, the supplier will pay to the University a minimum annual sum of \$50,000 (or best offer) for each year of the agreement per the sponsorship elements listed below. In exchange for this \$50,000 sponsorship in conjunction with services provided in this agreement, the Athletics Department shall not enter into another sponsorship agreement with a physical therapy and athletic training provider during the term of the agreement.

A. Rights and Endorsements

- i. Exclusive designation as the Official Physical Therapy & Athletic Training Provider of GVSU Athletics
- ii. Other endorsements as mutually agreed upon

SPONSORSHIP PAYMENT

For each year of the agreement, Sponsor must make fifty percent (50%) payment of the full payment to University by August 1 of the respective year. Agreed upon payment balance must be paid in full no later than the end of each term of the contract; in this case, each contract year (May 31).

SPONSOR COMMITMENT AND TERM:

- Agreement Commitment:
 - \$50,000
 - \$50,000* minimum per year for three years of agreement plus optional years 4 and 5 if the contract is extended.
 - 2017-18, 2018-19, 2019-20, 2020-21, 2021-22
 - *\$35,000 Annual Payment for GVSU Athletics Marketing Spend
 - *\$15,000 Minimum Payment for GVSU Exclusive Provider Designation Fee
 - GVSU Exclusive Provider Designation Fee evaluated and adjusted annually per GVSU Athletics.
- Agreement Term: August 1, 2018 – May 31, 2023 (3 years plus two optional one-year extensions)

SPONSORSHIP ELEMENTS

RIGHTS AND ENDORSEMENTS

Exclusive designation as the Exclusive Provider of Physical Therapy and Athletic Training Services for GVSU Athletics

SIGNAGE

Athletics Training rooms

Eight (8) Logo placement on all doors (inside & outside)

Lubbers Stadium: (Football)

One (1) Field Level static sign (3' x 20')

One (1) North scoreboard static sign (22' x 72') (Average billboard size - 14' x 48')

MDOT 24,400 daily traffic

Recognition on Digital Video Display:

2nd quarter and 4th Quarter static sign

Presenting sponsor for GVSU Football – “Laker Play of the Game”

Segment shown at all GVSU Football home games and followed by PA read and logo placement.

GVSU Fieldhouse Arena: (MBB, WBB, Volleyball)

Two (2) logo placement floor of main stair well entrance

One (1) South side sign (35" x 96") – Exterior of Arena Press Box

Logo placement on hoop stands

GVSU Baseball Field: (Baseball)

One (1) scoreboard sign (36" x 100")

Two (2) dugout signs

GVSU Softball Field: (Softball)

One (1) sign (42" x 60") – Stadium Concourse

GVSU Soccer Field: (W Soccer)

One (1) sign (2' x 2') – GVSU Soccer Locker Room Entrance

Kelly Family Sports Center: (General)

One (1) sign (120" x 60") – GVSU Track & Field Performance Perch

Swimming & Diving: GVSU Pool

One (1) sign (2' x 2') – Pool Deck

GAME DAY PROMPTIONS

A minimum of Two (2) public address announcements at all regular season ICA home events

A minimum of Two (2) Thank You partners announcements on video board at (Football, Men's basketball, Women's basketball, Indoor Track & Field)

TICKETS AND HOSPITALITY

Football

Four (4) season tickets (PNC Bank Club Seats)

Two (2) Irwin Club Gold Lot Parking Passes

One (1) suite rental for Game Day sponsorship game

Rental includes:

16 Suite tickets

8 General Parking passes

Food & Drinks are not included

Men's & Women's Basketball

Four (4) season tickets

50 tickets for one (1) regular season home game

Golf Outings

One (1) Foursome in the Irwin Club Outing

MEDIA

Radio

Football Play by Play (based on 11 regular season schedule)

Three (3) :30 second commercials in every game

Two (2) Live readers in game

Presenting Rights to Half time Show

Opening/Closing billboards in every game

Football Coach's Show (based on 11 shows)

One (1) :30 second commercials in every show

Men's Basketball Play by Play (based on 25 regular season schedule)

Two (2) :30 second commercials in every game

Two (2) Live readers in game

Naming Rights to Pre-Game Show

Opening/Closing billboards in every game

Men's Basketball Coach's Show (based on 15 shows)
One (1) :30 second commercials in every show

Women's Basketball Play by Play (based on 25 regular season schedule)
Two (2) :30 second commercials in every game
Two (2) Live readers in game
Naming Rights to Half time Show
Opening/Closing billboards in every game

Women's Basketball Coach's Show (based on 14 shows)
One (1) :30 second commercials in every show

Website

Commercial Advertisement space on gvsulakers.com
500,000 impressions per year
Advertisement space (300 x 250) and (160x600)
Display Ad – GVSU Athletics Sport Camps & Clinics presented by [Supplier Name]
Commercial Advertisement space on grandvalleysportsnetwork.com
Logo placement on sponsor page
Logo placement on main page (gvsulakers.com)

Television (ESPN 3)

2 x :30 second commercial spots per televised event (game and/or shows)
Presenting rights to Football Half-time show

Social Media

Twitter and Facebook

Info-graphic/Video post – GVSU Football - "Laker Play of the Game"
Following every GVSU Football game (11 regular season games), the
"Laker Play of the Game" presented by [Supplier Name] video will be
posted on Twitter and Facebook with co-branded info-graphic.

Info-graphic– GVSU Men's Basketball- "Player of the Game"
Following every GVSU Men's Basketball game (Approx. 29 regular
season games), the "Player of the Game" presented by [Supplier Name]
will be featured on Twitter and Facebook on a co-branded info-graphic.

|

PRINT

Logo Placement on all M/W basketball, women's soccer & football cards
One (1) Full page, full color advertisement in Football game day programs

Advertisement placement on game day print material for softball, women's lacrosse and baseball

SPECIAL EVENTS

Woods & Jager Scholarship Dinner (Athletics Training)

Presenting rights

Includes name and/or logo placement on all promotional material

Summer Movie Night

Logo placement on video board

Ability to be on site at event

Fan Fest: Event Marketing

Ability to be on site at Fan Fest event

ADDITIONAL BENEFITS

Appearance by a university head coach at minimum of one (1) event hosted by sponsor, on date to be mutually determined

Ability to include printed promotional material as an insert in the football season tickets mailer.

Additional complementary game tickets may be provided, based on availability

OTHER OPPORTUNITIES

Licensing agreement for the use of team marks

Ability to partner with a coaches clinic

On campus partnership promotions



PROPOSAL FORM: RFP #218-05 ATHLETIC TRAINER & REHABILITATION SERVICES

I. The undersigned certifies that to the best of his/her knowledge:

- ☐ There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- ☐ The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) _____

II. The undersigned further certifies that their company ____ IS or ____ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

III. Supplier declares the following legal status in submitting this proposal:

- ☐ A partnership
- ☐ A corporation organized and existing under the laws of the State of _____
- ☐ An individual doing business as (DBA) _____

IV. Supplier declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American | | |

V. Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: _____dollars

(\$_____) OR attach proposal.

- VII. The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address

City/State/Zip Code

Office Phone No.

Cellular Phone No.

Fax No.

Authorized Agent Signature

Name & Title

Witness Signature

Name

Tax Identification No.

Date

- VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature

Name & Title

Witness Signature

Name

Office Phone No.

Cellular Phone No.

Fax No.

38 1684280
GVSU Tax Identification No.

Date