

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

April 2, 2015

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4360.1, Implementation of a Certified Athletic Trainer Program in
Montgomery County Public Schools**

Question 1: Under section 3.3 Number of Schools, it is stated that the preference is for contractor/vendors to bid for a minimum of 6-7 schools. Our question: **Will MCPS consider changing this in order to allow for contractors/vendors to bid for any individual number of schools?** We have wonderful ongoing relations with the two schools we provide concussion management to and will be interested in participating in the Certified Athletic Trainers Program with one or both of them.

Answer: No. If it did that, the potential would exist for implementing an important systemwide safety plan with 25 different vendors. For multiple reasons, the school system prefers to work with a more limited number of vendors.

Question 2: Under section 3.2 Hours/Time Spam it reads, "ATC services shall be for an average of 20-30 hours per week..." Our question: **Can this section be changed to describe a specific (maximum) number of hours and/or can that number of hours be 20 hours on average?** Our concern is that having an athletic trainer working at a high school for, potentially, 30 hours a week (75% of the time during a week) while covering about 50-60% of their salaries (the average salary in the area in the high school/outreach setting is between \$45,000 and \$50,000) might not be a model that can be sustained in the long term and could therefore increase athletic trainers turnover.

Answer: No. The range of hours is an accurate assessment of the hours required to perform the functions listed in the RFP. This number is consistent with the hours reported by other school systems, and reflects the ATC hours at most schools this year in implementing our pilot program.

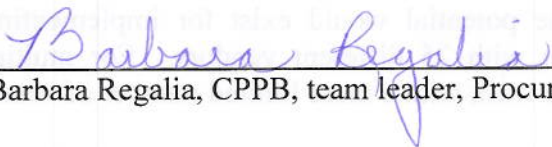
Question 3: Under section 3.4 Responsibilities, G, Additional Responsibilities it reads, "Conducting CPR/AED certification training for coaches and athletic department personnel". Our Question: **Can this be changed to "Organizing CPR/AED certification training for coaches and athletic department personnel"?** Most

athletic trainers are not certified CPR/AED instructors and will need to hire the appropriate personnel for this certification.

Answer: No. We need trainers to do this. Athletic directors provide the organizational piece, we are looking for someone to implement the actual training. One of the stipend positions that we abolished to provide funding for athletic trainers was a stipend at each school for someone to provide this training and certification.

Question 4: Can the deadline date for the submission be changed to allow for an extra week?

Answer: No. We are under a tight deadline. Some vendors who may be selected will need time to advertise, hire, and in many cases provide certification for trainers prior to the start of the fall sports season (mid-summer). That is why we established the "end" date – the date we are making our decision – as mid-May.


Barbara Regalia, CPPB, team leader, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

Name and Title

Company Name