

**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

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<http://www.hcpss.org/about-us/purchasing/>

**ADDENDUM NO. 1
(Total Pages - 3)**

May 3, 2021

Request for Proposal No. 032.21.B4

High School Athletic Trainers Services

Opening Date: May 20, 2021 Time: 10:00 A.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

Questions

1. Question : Regarding Part 1: Background section, Does HCPSS intend to amend the agreement to add a 13th school or include it into the new contract year one language?

Answer: Currently HCPSS has Twelve Operating High Schools and one currently being built with an expected opening date in the fall of 2023. The awarded contractor will be expected to service this new high school when it comes online. Thus, you should take this into consideration when creating your proposal. HCPSS reserves the right to increase or decrease the number of schools during the life of the contract as necessary, thus no amendment is necessary.

2. Question: Regarding Part 1: Background section, Does HCPSS allow contractors to bid on partial number of Schools, i.e. 6 of 12? If permitted, does HCPSS allow those schools to be prioritized by contractor or will these schools be selected by HCPSS?

Answer: Per the solicitation documents HCPSS reserves the right to award the contract in full or in part or as in the best interest of the school system, however it is our intention to award this service contract for all schools to one contractor that best meets our needs since that would be in the best interest of the school system. If a contractor's proposal was for only a certain number of schools it may be considered less desirable and will be evaluated, accordingly.

3. Question: Regarding Part 1: Description of Services, Does HCPSS host/request that sports physicals be onsite for each school?

Answer: It is not required to host sports physicals on site.

4. Question: Is HCPSS pleased with the physician service partnership they currently have?

Answer: Yes

5. Question: Does each school independently make their own decision on physician partnership?

Answer: No, the contractor makes that decision.

6. Question: Regarding Part 2: Contract period, after the one-year term, do both parties have the ability to modify the agreement or are the five (5) year extensions the same as the initial year one agreement?

Answer: Each one-year extension is subject to discussion and changes may be granted at the discretion of HCPSS if found acceptable and mutually agreeable, however we do expect the awarded contractor to provide a solid proposal submitted in good faith for the full term of the contract. Entering into a long-term contract is a serious commitment for both parties and we expect the awarded organization to honor all of the terms, conditions and requirements set forth in this solicitation. If you are concerned or in doubt if your organization's ability to fulfill these conditions and requirements for the full term of the contract then we would highly suggest you reconsider submitting a proposal.

7. Question: As per Section HH: Price Adjustments, are increases permitted to be requested for each year beyond year one agreement per HCPSS Teacher Association negotiated agreement?

Answer: If the HCPSS Teachers Association has a negotiated increase in any given year of the contract the contractor may ask for the increase.

8. Question: After the internal year one of the agreement, does the contractor have the right to terminate/not continue to a successive one (1) year agreement?

Answer: Please see the answer to Question #6 above. Please note that failing to fulfill a contract obligation to the end of its terms will not leave you in good standing with HCPSS and may be reflected in any future reference checks your organization may need for contracts with other organizations.

9. Question: Regarding Part 2 Q : Contract Manager, please clarify the below statement regarding "Referee Service Contract". "The Howard County Public School System's contract manager for any awarded contract under this solicitation will be Mr. John Davis, Coordinator of the Howard County Public Schools Athletics (410) 313-6739. He shall be responsible for the day-to-day administration of the contract upon award. All communications regarding the referee services contracts are to be directed to John Davis (or his designee) only. No instructions, direction, and information are to be given to the Contractor by any other HCPSS personnel."

Answer: This was a clerical error. In this section, please remove any reference to "Referee Services" and replace it with "Athletic Trainer Services".

10. Question: Regarding Part 3 UU: Billing and Payment, when does HCPSS wish to be Invoiced for base level services? Start of year in full, monthly, biannually, or at end of each SY?

What about additional services outside of base level services, paid monthly?

Answer: The awarded contractor may provide an invoice for base level services at the beginning of the school year, however, the contractor will be paid monthly beginning in August and run through May. Additional services should be billed Monthly.

11. Question: Regarding Exhibit A, this section may require additional clarification/discussion if possible due to the complex scenarios. Are all aspects below paid to LAT by HCPSS or to the contractor?
- a) 2b If the LAT assigned to the host school is not available for that Saturday, all attempts will be made to find a replacement. However, if this is the case, the replacement LAT may need to be paid the additional rate established.
 - b) 3b either the host school's LAT or a replacement LAT will be paid the additional rate established.
 - c) 4c the LAT(s) will each be paid the additional rate established for MPSSAA events only

Answer: Previously, the contractor is paid for overages.

- 2b) Yes
- 3b) Yes
- 4c) Yes

12. Question: Regarding Appendix C - Section D: Form of Proposal, is this monthly rate cost proposal based on 10 months of service or 12 months?

Answer: The monthly rate is based off of 10 months of service.

Note: It is the proposer/ bidder's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible to award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.