

Athens Area School District

**REQUEST FOR PROPOSALS
PROVISION OF CONTRACTED ATHLETIC SUPERVISOR SERVICES**

Response Deadline: February 5, 2025, at 12:00 PM

1.0 INTRODUCTION

1.1 Athens Area School District issues this Request for Proposals ("RFP") for contracted Athletic Supervisor services covering the term from July 1, 2025, through June 30, 2027. General parameters for a proposed contract and a listing of key services are available in the accompanying "Athletic Supervisor Scope of Services" document.

1.2 Issuing Officer and Contact for Questions and Information

Craig Stage
Superintendent
Athens Area School District
100 Canal Street
Athens PA 18810
570-888-7766 x4347
cstage@athensasd.k12.pa.us

1.3 One complete hard copy in a sealed envelope must be delivered to the Athens Area School District Administrative Office, to the attention of Craig Stage, 100 Canal Street, Athens PA 18810 on or before 12:00 PM on February 5, 2025. The proposal should be labelled as "Athletic Supervisor Services Proposal".

The District intends to interview selected respondents and present a contract for approval by the AASD Board of Directors at its February 11, 2025 meeting.

1.4 The District will review the proposals for completeness of information and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of respondents. Selection of a successful respondent will be based on a weighting involving a variety of factors. As this is a contracted service, price need not be the most heavily weighted factor in the selection process.

1.5 The successful respondent will be advised of selection by the Issuing Officer, and the parties will negotiate a proposed agreement with terms based on the District's Scope of Services and the respondent's proposal information. Any notification of the selection of the successful respondent shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful respondents also will be notified via email.

1.6 Contracted personnel that will be working in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law, which include Act 34 Criminal Record Check, Act 151 Fingerprints, and Act 114 Child Abuse History Clearance. Clearance records must be on file with the School District prior to the start of services.

1.7 As this RFP is for contracted services, a successful respondent will not be compensated through payroll, and no taxes will be withheld on behalf of the respondent. The successful respondent will be solely responsible for the payment of any applicable self-employment, corporate, or income taxes. Athens Area School District will issue a form 1099 to the contractor at the conclusion of each calendar year.

1.8 Reasons for Disqualification of Proposals

If any of the following conditions occur, a respondent's proposal may be automatically disqualified from being evaluated.

1.8.1 Respondent's proposal is submitted after proposals have been opened and reviewed by the District.

1.8.2 Respondent is unable to obtain required clearances.

2.0 CONDITIONS, CONTRACT and BILLING

2.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not award any contract.
- Modify or-add to the requirements contained in this RFP any time after the issuance of this RFP for compliance by all respondents.
- Negotiate terms and conditions to meet requirements consistent with this RFP and the Scope of Services document.
- Request respondents to clarify their RFP proposals.

2.2 The successful respondent will invoice the District on a monthly or bi-weekly basis, with payment from the District to be made a maximum of 30 days from the date of receipt of an accurate invoice.

2.3 The proposed contract will run from July 1, 2025, through June 30, 2027.

2.4 While the proposed contract will begin on July 1, 2025, the District encourages the successful respondent to begin duties during early- to mid-March 2025 in order to allow for shadowing of the current outgoing contractor. The District will agree to compensate the successful respondent on a pro-rated basis for services rendered prior to July 1, 2025.

3.0 INFORMATION TO BE INCLUDED IN PROPOSAL

Respondents will address the following items in their proposal responses:

3.1 Provide a description of the respondent's background and qualifications to provide Athletic Supervisor services, including (but not limited to):

- Academic background and experience promoting academics within an athletic setting
- Experience working with Youth, High School, and/or Collegiate programs
- Experience working in a school setting
- Experience with scheduling of athletics
- Experience working with or as an athletic official/referee
- Experience working with or as an athletic coach
- Experience working with a variety of sports programs, both boys and girls
- Background in facility management
- Supervisory/mentoring experience
- General background and experiences that demonstrate organization, time management, multi-tasking, leadership and/or collaboration

3.2 Provide a statement detailing familiarity with the Athens Area School District athletic programs and the greater Athens community and detailing why the respondent has a passion for Athens athletics and is uniquely positioned to provide the requested services.

3.3 Provide a statement detailing the respondent's communication strategies and commitment to maintaining a high level of accuracy and detail-oriented reporting.

- 3.4 Provide a statement detailing the respondent's commitment to ethical leadership and sportsmanship and how those values will be transferred to coaches and student-athletes within the Athens sports programs.
- 3.5 Provide a statement detailing the respondent's plan for scheduling availability during the school day for office hours and covering on-site events including sports practices and interscholastic events.
- 3.6 Provide a completed form W-9.
- 3.7 Provide contact name and contact information (including primary telephone number and email address) for the respondent.
- 3.8 Provide a proposed annual cost for the respondent to offer the requested contracted services to Athens Area School District. If the respondent proposes to adjust the annual cost during the second year of the agreement, this must be disclosed in the proposal.

3.9 Pennsylvania Right-to-Know Law

Respondent is required to clearly identify any specific information that they deem as personal or proprietary and request to be withheld from public view. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after opening, if it should be appropriately requested.