



RESPONSE TO:

**ATHLETIC TRAINER SERVICES
BOURBON COUNTY PUBLIC SCHOOLS
JULY 1, 2026, THROUGH JUNE 30, 2027**

FROM:

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
DEPARTMENT OF ORTHOPAEDIC SURGERY & SPORTS
MEDICINE**

RESPONSE TO:
REQUEST FOR PROPOSAL
ATHLETIC TRAINER SERVICES
BOURBON COUNTY PUBLIC SCHOOLS
FROM
UNIVERSITY OF KENTUCKY
JULY 1, 2026, THROUGH JUNE 30, 2027

I. INTRODUCTION

This Response to a Request for Proposals for Athletic Trainer Services is being submitted as of the 20th day of April, 2026, by the University of Kentucky, College of Medicine, Department of Orthopaedic Surgery & Sports Medicine (hereinafter known as “UK”), located at 800 Rose Street, Lexington, KY 40536, to Bourbon County Public Schools (hereinafter known as “BCPS”), located at 3343 Lexington Road, Paris, KY 40361.

II. Purpose

The purpose of this proposal is to establish a partnership between UK HealthCare and Bourbon County High School to provide athletic training and sports medicine services that support the health, safety, and well-being of student-athletes. Through the provision of a Certified Athletic Trainer, services will include injury prevention, evaluation, treatment, and care.

III. UK RESPONSIBILITIES

a. Sports Medicine Services

UK HealthCare will provide one (1) Certified Athletic Trainer (ATC), subject to the terms of this Agreement, to deliver athletic training services to Bourbon County High School student-athletes.

Services shall include:

1. Clinical Care and Injury Management

- Evaluation and treatment of minor injuries
- Administration of first aid and emergency medical assistance pending arrival of emergency services
- Preventative taping, strapping, and bracing as needed
- Recommendations for exercise and physical measures under the direction of a licensed physician

2. Practice and Event Coverage

- Athletic training coverage will be provided during the school year, when school is in session, based on practice and event schedules provided by Coaches and Athletic Director
- Coverage will include KHSAA-sanctioned home athletic events held on campus

- Postseason and tournament coverage will be coordinated with the Athletic Director and provided in accordance with standard UK HealthCare coverage guidelines
 - In the event of scheduling conflicts, coverage will be prioritized based on level of play, risk of injury, and medical need, as determined by the ATC in collaboration with the Athletic Director and Athletic Training Supervisor
3. **Athletic Training Room**
 - ATC will provide services within the designated athletic training facility provided by BCPS for the care and management of student-athletes
 4. **Injury Prevention and Education**
 - Provision of general injury prevention strategies, wellness education, and guidance to student-athletes and coaching staff
 - Basic educational instruction for student trainers and managers
 5. **Communication and Coordination**
 - Facilitate communication among student-athletes, parents/guardians, coaches, school administration, and physicians, as appropriate
 - Assist with coordination of follow-up care with affiliated or outside physicians at the discretion of the student-athlete and family
 6. **Documentation and Medical Records**
 - Utilize an injury surveillance and documentation system to maintain accurate records of evaluations, treatments, and rehabilitation services
 - All medical documentation will be maintained in accordance with applicable legal and regulatory requirements
 7. **Medical Supplies**
 - Collaborate with BCPS to identify necessary medical supplies and equipment; all purchases remain subject to Athletic Director approval and budget
 8. **Emergency Action Planning**
 - In compliance with KRS 158.164, the ATC will provide and update Emergency Action Plans (“EAPs”) for each athletic venue at 3341 Lexington Road, Paris, KY 40361. The ATC shall plan and execute a simulation of an athletics event emergency (including heat and cardiac emergencies) as defined in KRS 158.162 and KRS 160.445 before the first contest of each sport’s season and plan and execute a strategy to require that key elements of the plan be reviewed yearly with understanding attested by the ATC, each head coach, and the Athletic Director.
 9. **Program Support**
 - Participate in meetings with coaches or administration as reasonably requested and mutually agreed upon

- Assist with coordination of pre-participation physicals as requested and agreed upon

10. Concussion Management

- Provide concussion education, evaluation, and management consistent with established protocols and applicable guidelines

11. Availability

- ATC will maintain regular communication with the Athletic Director regarding schedules, coverage needs, and student-athlete care
- Coverage outside of standard hours or additional services may be provided based on availability and mutual agreement

12. Compliance

- All services will be delivered in accordance with KHSAA guidelines, HIPAA requirements, and applicable Bourbon County Schools policies and procedures

Staffing Contingency:

UK's obligation to provide the services described herein is expressly contingent upon UK's ability to identify, hire, and retain ATC(s) who meet all employment requirements of UK and the qualifications outlined above. UK shall make commercially reasonable efforts to identify, employ, and assign qualified ATC(s) prior to the Effective Date of this Agreement.

IV. BCPS RESPONSIBILITIES

A. Provision of Space and Supplies

- BCPS shall provide a dedicated area at Bourbon County High School, reasonably acceptable to UK (the "Athletic Training Room"), for use in the provision of athletic training services. The Athletic Training Room shall be compliant with applicable accessibility requirements, including handicap accessibility.
- BCPS shall provide all supplies and equipment that are reasonably necessary for the performance of the services. Any supplies or equipment furnished by BCPS that are not consumed in the performance of services shall be returned to BCPS upon expiration or earlier termination of this Agreement.
- At a minimum, BCPS shall provide the following equipment and access:
 - A portable Automated External Defibrillator (AED)
 - Access to ice and/or an ice machine at BCPS facilities
 - Access to a handwashing sink and potable water for filling hydration coolers at BCPS facilities
- BCPS shall maintain a budget for athletic training supplies from which medically necessary items may be purchased by the ATC(s), subject to approval by the Athletic Director. The ATC(s) shall ensure that supply levels are sufficient based on the number of participating student-athletes.

V. LIABILITY

- A. UK is an agency and instrumentality of the Commonwealth of Kentucky, is vested with sovereign immunity and is subject to the jurisdiction of the Kentucky Claims Commission and the statutory provisions of KRS 49.030 seq. for the recovery of tort claims made against UK, its agents, officers or employees. UK is self-insured pursuant to the provisions of KRS 164.939 et seq. which provides for the payment of claims or judgments resulting from any tort or breach of duty based on health care services rendered or which should have been rendered by UK or its agents. Agents of UK include members of the Board of Trustees, faculty, staff, nurses, volunteer workers, employees, students, physicians and dentists providing care within the scope of their duties or courses of study. In addition, UK maintains professional, commercial excess general and medical malpractice liability insurance for itself, its agents, officers, employees and students.
- B. BCPS shall maintain general liability insurance for itself, agents, officers and employees in the amounts of not less than One Million Dollars (\$1,000,000.00) per claim and Three Million Dollars (\$3,000,000.00) aggregate per policy year, or such other minimum amounts as may be required from time to time by UK. The policy of insurance shall provide that such insurance shall not be canceled, modified or permitted to lapse without thirty (30) days prior written notice to UK. BCPS shall promptly, following UK request, provide evidence of such insurance acceptable to UK.

INDEMNIFICATION

The Kentucky constitution prohibits state institutions such as the University of Kentucky from accepting indemnification clauses.

VI. COMPLIANCE WITH LAWS AND REGULATIONS

- a. UK will obtain any necessary governmental licenses or permits and comply with all local, federal and state codes and ordinances without cost to BCPS
- b. All services provided will comply with all applicable federal, state and local regulations.
- c. This Agreement is being executed and performed in and under the laws of the Commonwealth of Kentucky. Any judicial proceeding undertaken regarding this Agreement shall take place in the courts of Franklin County, Kentucky.

VII. MEDICAL RECORDS

Any patient medical records generated in connection with any services provided pursuant to this Agreement shall be maintained by UK, who shall maintain such medical records in compliance with and for all periods required by law. UK will, on request from BCPS, make such records available to BCPS to the extent permitted by law, including patient safety activities.

VIII. PERSONAL INFORMATION SECURITY

To the extent either party receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), the

receiving party shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as UK's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying the other party of a security breach relating to Personal Information in the possession of the receiving party or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and receiving party abides by the requirements set forth in that exception; (iv) cooperating with the other party in complying with the response, mitigation, correction, investigation, and notification requirements of the Act , (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by receiving party; and (vi) at the other party's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

IX. SPONSORSHIP AND COMMUNITY INVOLVEMENT

The University of Kentucky College of Medicine's Department of Orthopaedic Surgery & Sports Medicine has a longstanding history of community involvement and collaboration with school systems throughout Central Kentucky, with a focus on supporting student-athlete health, safety, and education.

While UK is unable to commit to sponsorship as part of this RFP, we may consider event-specific sponsorship or community engagement opportunities in the future, subject to budget availability and institutional approval. Any such opportunities would be evaluated on a case-by-case basis.

X. SUMMARY STATEMENT

For more than thirty (30) years, the University of Kentucky College of Medicine's Department of Orthopaedic Surgery & Sports Medicine has partnered with middle and high schools throughout the Central Kentucky region to deliver comprehensive, high-quality sports medicine services. Our longstanding presence in the local market reflects a sustained commitment to supporting student-athletes, schools, and communities through experienced, reliable medical coverage.

As participation in middle and high school athletics continues to grow, student-athletes are competing at higher levels with increased speed, strength, and physical demands, resulting in greater risk for injury. To effectively mitigate these risks, school systems require access to credentialed, experienced medical professionals. The University of Kentucky College of Medicine's Department of Orthopaedic Surgery & Sports Medicine provides a depth of expertise unmatched in the region, including fellowship-trained sports medicine physicians and a robust team of highly qualified certified athletic trainers. Together, this team delivers coordinated, evidence-based care designed to promote athlete safety, performance, and long-term health.

XI. PROPOSER'S CONTACT INFORMATION

Name: University of Kentucky Orthopaedic Surgery and Sports Medicine

Address: 740 S Limestone, K401

City, State, Zip: Lexington, Ky 40536

Telephone Number: 513-765-0095

Designated Contact: Jamilee Curtis

Designated Contact email: j.curtis345@uky.edu

XII. TERM OF THE AGREEMENT

Upon acceptance of UK's bid, the parties shall enter into a formal Agreement for the provision of ATC services. The term of this Agreement shall be one (1) year beginning July 1, 2026, and ending June 30, 2027.

REFERENCES

1. Julian Tackett

KHSAA Commissioner

jtackett@khsaa.org

[859-299-5472](tel:859-299-5472)

2. Dennis Johnson

Athletics Director

Woodford County Public Schools

dennis.johnson@woodford.kyschools.us

[859-879-4630](tel:859-879-4630)

3. Chris Oliver

Athletics Director

Georgetown College

chris_oliver@georgetowncollege.edu

[270-250-9454](tel:270-250-9454)

4. Jackie Gordon Duvall

Athletics Director

Fayette County Public Schools

jacqueline.gordonduvall@fayette.kyschools.us

[859-422-4100](tel:859-422-4100)

PRICE PROPOSAL FORM

PROPOSED FEE: \$76,389.00 FY27 (July 1, 2026 – June 30, 2027)

The Board reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Board. Any such waiver shall not modify any remaining RFP requirements or excuse the successful Contractor from full compliance with the RFP specifications and other contract requirements.

In order to complete the evaluation process faster, list the name, address, phone number, fax, and email address of the person capable of answering any questions that may arise during the evaluation process. (Please Print or Type)

Company Name: UKHC Orthopaedic Surgery & Sports Medicine

Attention: Jamilee Curtis

Address: 740 S Limestone, K401

City/ST/Zip: Lexington, Ky 40536

Phone: 513-765-0095

Email: j.curtis345@uky.edu

I hereby submit this proposal on behalf of:

Name: Jamilee Curtis

Title: Clinical Outreach Director

Signature:



Date:

April 22, 2026