



**STATE OF NORTH CAROLINA**

**University of North Carolina at Wilmington**

**Request for Proposal #: 72-PJTH26029**

**MEDICAL SERVICES PROVIDER FOR ATHLETICS**

**Date of Issue: March 2, 2026**

**Proposal Opening Date: April 2, 2026**

**At 2:00 PM ET**

**Direct all inquiries concerning this RFP to:**

Justin Hewett

Purchasing Specialist

Email: [hewettj@uncw.edu](mailto:hewettj@uncw.edu)

Phone: 910-962-7058



STATE OF NORTH CAROLINA

Request for Proposal #

72-PJTH26029

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For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.  
Failure to do so may subject your proposal to rejection.**

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Vendor Name

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Vendor eVP#

**Note:** For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

***Electronic responses ONLY will be accepted for this solicitation.***

<b>STATE OF NORTH CAROLINA</b> <i>University of North Carolina at Wilmington</i>	
Refer <u>ALL</u> Inquiries regarding this RFP to: Justin Hewett, UNCW Purchasing Services, hewettj@uncw.edu	Request for Proposal #: 72-PJTH26026
Using Agency: UNC-Wilmington	Bids will be publicly opened via Zoom: April 2, 2026 at 3:00 PM ET. Please remember bids are due no later than 2:00 PM ET on April 2, 2026.
Commodity No. and Description: 851200 – Medical Practice	

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

**Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

**VALIDITY PERIOD**

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: \_\_\_\_\_ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

**ACCEPTANCE OF PROPOSAL**

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

<p><b>FOR STATE USE ONLY:</b> Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;"><b>(Authorized Representative of University of North Carolina at Wilmington)</b></p>
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**1.0 PURPOSE AND BACKGROUND**

The University of North Carolina at Wilmington (UNCW) Athletics is seeking proposals from qualified healthcare providers to serve as the official healthcare partner and primary service provider for medical services associated with its intercollegiate sports and athletic training programs.

The purpose of this RFP is to promote prompt medical attention, high quality affordable care, and continuity of care to UNCW student-athletes. UNCW believes that contracting with a designated Provider as the sports medicine services Provider to UNCW Athletics, as outlined in this RFP, will help advance those goals. UNCW is committed to our student-athletes’ safety and health and believes it can accomplish this commitment by providing a dedicated health care team of proper certification and medical authority to ensure injury prevention, immediate attention at the time of injury, and injury recovery.

Additionally, UNCW desires the selected Provider to render specialized medical care in the prevention, recognition, evaluation, and rehabilitation of students choosing to participate in University- sponsored auxiliary units (including

University marching band members, UNCW club sports participants, and Spirit Program athletes). It is important to UNCW that a similar commitment is made to the health and well-being of these students.

The intent of this solicitation is to award an Agency Specific Contract.

### 1.1 CONTRACT TERM

The Contract shall have an initial minimum term of *three (3)* years, beginning on the date of final Contract execution (the “Effective Date”)

At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to five (5) additional one (1)-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the State reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

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### 2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

### 2.2 E-PROCUREMENT FEE

**ATTENTION: The E-Procurement fee does not apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.**

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

### 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

**The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted**

purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

**2.4 RFP SCHEDULE**

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

<b>Event</b>	<b>Responsibility</b>	<b>Date and Time</b>
Issue RFP	State	March 2, 2026
Pre-Proposal Mandatory Site Visit	State	March 13, 2026 at 2:00 PM ET
Submit Written Questions	Vendor	No later than 12:00 PM ET on March 17, 2026
Provide Response to Questions	State	No later than March 19, 2026
Submit Proposals	Vendor	No later than <b>2:00 PM ET on April 2, 2026</b>
Contract Award	State	April 17, 2026

**2.5 SITE VISIT**

**Pre-Proposal Mandatory Site Visit**

**Date: March 13, 2026**

**Time: 2:00 PM ET**

**Location: Trask Coliseum, 679 Wagoner Road**

**Room Number or Suite: Trask Media Room, Access through Gate C**

**Wilmington, NC 28403**

Instructions: It shall be MANDATORY that each Vendor representative be present for a pre-proposal site visit. Attendees must meet promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN, PARTICIPATE IN THE SITE VISIT NOR SHALL THEIR PROPOSAL BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors shall stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

**2.6 PROPOSAL QUESTIONS**

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to [hewettj@uncw.edu](mailto:hewettj@uncw.edu) by the date and time specified above. Vendors should enter "RFP # 72-PJTH26029: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

**2.7 PROPOSAL SUBMITTAL**

**IMPORTANT NOTE: This is an absolute requirement.** Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor’s proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State’s eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

**2.8 PROPOSAL CONTENTS**

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s proposal, in the State’s sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor’s Proposal addressing all Specifications of this RFP:
  - 1 - Detailed description of services offered
  - 2 - Experience with higher education institutions and collegiate athletics programs
  - 3 - Resumes of key medical personnel
  - 4 - Proposed staffing models and availability
  - 5 - Cost structure and financial proposal
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- i) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

**2.9 ALTERNATE PROPOSALS**

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal # \_\_\_ [for ‘name of Vendor’]”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

**2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this RFP:

- *UNCW – University of North Carolina at Wilmington*

**3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS**

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**3.1 METHOD OF AWARD**

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

### **3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

### **3.3 PROPOSAL EVALUATION PROCESS**

Only responsive submissions will be evaluated.

#### **The State will conduct a One-Step evaluation of Proposals:**

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

The proposal from each responding firm will be opened publicly via Zoom on April 2, 2026 at 3:00 PM ET. Vendors wishing to participate in the virtual public opening can attend via the following link: <https://uncw.zoom.us/j/89178411897?pwd=8BmftGPOuwY4bBTaZxaSfQxUalvmMb.1>. Only the Vendor's name will be announced during the public opening. Interested parties are cautioned that the proposals are subject to further evaluation for completeness and correctness.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

### **3.4 EVALUATION CRITERIA**

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

1. **Cost (30%)**
2. **Qualifications & Experience (15%)**
3. **Experience with Higher Education Institutions & Collegiate Athletic Programs (15%)**
4. **Depth of Service Offerings (12%)**
5. **Cost of Effectiveness & Strength of Financial Proposal (10%)**
6. **Availability & Responsiveness (10%)**
7. **Value-Add Strategies & Offerings (8%)**

### **3.5 INTERPRETATION OF TERMS AND PHRASES**

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

## **4.0 REQUIREMENTS**

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This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

### **4.1 PRICING**

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

### **4.2 FINANCIAL STABILITY**

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

### **4.3 HUB PARTICIPATION**

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

### **4.4 VENDOR EXPERIENCE**

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

### **4.5 REFERENCES**

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. . In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The State *may* contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained *may* be considered in the evaluation of the Proposal.

### **4.6 BACKGROUND CHECKS**

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

### **4.7 PERSONNEL**

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

#### **4.8 VENDOR'S REPRESENTATIONS**

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

#### **4.9 QUESTIONS TO VENDORS**

Vendor must respond to each of the following questions. Vendors are requested to keep responses concise and relevant and should not include generic marketing materials. Responses will be reviewed as part of the evaluation process.

##### **Qualifications & Experience (15%)**

1. Describe your organization's experience providing sports medicine and athletic healthcare services, including years in operation and organizational structure.
2. Identify the proposed Head Team Physician and key clinical team members. Include licensure, board certifications, and relevant experience in sports medicine.
3. Describe your experience serving as final medical authority for return-to-play decisions in a competitive athletics environment.
4. Explain your quality assurance and clinical oversight processes.
5. Provide evidence of organizational stability and capacity to sustain a long-term partnership.

##### **Cost Effectiveness & Strength of Financial Proposal (15%)**

1. Provide a clear and detailed pricing structure for all proposed services.
2. Describe your billing model, including insurance billing, co-pay handling, and administrative support.
3. Explain how your pricing aligns with the scope and level of services offered.
4. Identify any long-term cost controls, flat-rate structures, or financial value-adds included in your proposal.

##### **Experience with Higher Education Institutions & Collegiate Athletic Programs (12%)**

1. Describe your experience serving higher education institutions and NCAA or equivalent collegiate athletic programs.
2. Explain your familiarity with NCAA sports medicine guidelines and compliance expectations.

##### **Depth of Service Offerings (10%)**

1. Provide a detailed overview of all medical services included in your proposal and how they are integrated.
2. Describe your approach to physician coverage, specialty care access, rehabilitation services, and emergency response.

- 3. Explain how your services will support a diverse, year-round athletics program.
- 4. Describe access to imaging, orthopedic care, and mental health coordination.
- 5. Explain how injury prevention and performance optimization services are incorporated into your model.

**Value-Add Strategies & Offerings (10%)**

- 1. Describe any innovative programs, technologies, or resources that enhance student-athlete healthcare beyond the core scope of services.
- 2. Outline any education, wellness, or performance initiatives included in your proposal.
- 3. Describe any academic partnerships, research opportunities, or professional development support offered.
- 4. Identify additional services that differentiate your proposal from competitors.

**Availability & Responsiveness (8%)**

- 1. Describe staffing availability and proposed coverage for practices, competitions, and postseason play.
- 2. Provide expected response times for injury evaluation, imaging access, and specialist appointments.
- 3. Explain your communication protocols with athletics administration and athletic trainers.
- 4. Describe contingency plans to ensure continuity of care during peak seasons or staffing absences.

**4.10 FINANCIAL STABILITY**

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

**4.11 AGENCY INSURANCE REQUIREMENTS MODIFICATION**

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

**4.11.1 PROVIDER INSURANCE**

- 1. Throughout the term of this RFP, PROVIDER shall procure and maintain commercial general liability insurance (at least \$1 million per occurrence and \$3 million aggregate); professional liability/medical malpractice insurance (at least \$2 million per occurrence and \$6 million aggregate); workers’ compensation coverage as required by law; and proof of employer’s liability (stop gap) insurance (at least \$1 million).
- 2. PROVIDER shall provide commercially acceptable evidence of this insurance (ACORD form or equivalent) upon UNCW’s request.

**4.11.2 UNCW INSURANCE**

1. Throughout the term of this RFP, UNCW shall maintain commercial general liability insurance (at least \$1 million per occurrence and \$3 million aggregate); and professional liability insurance for licensed and supervisory staff while operating within the scope of their professional responsibilities (at least \$5 million per occurrence and \$5 million aggregate).

## **5.0 SPECIFICATIONS AND SCOPE OF WORK**

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1. The Head Team Physician will supervise the medically-related services of all volunteer UNCW team physicians and consulting Providers, including those in the following areas: dentistry, optometry, orthopedics, physical therapy, and podiatry.
2. The Head Team Physician shall serve as the final medical authority in determining a UNCW student-athlete's capacity to participate (e.g., medical disqualification and clearance to play). The Head Team Physician will serve as the final medical authority over, and have oversight of, all Athletic Trainer Certified (ATC) professionals and team physicians. If there is a difference of opinion among medical professionals the Head Team Physician will confer with the other professionals to seek to understand their perspectives but will retain final medical authority as to a UNCW student-athlete's capacity to participate.
3. The parties understand and agree that regular and effective communication and collaboration are essential to continuity of care of UNCW student-athletes. To that end, the Head Team Physician will timely and appropriately consult and professionally coordinate with UNCW Athletics staff as designated by UNCW, including the Associate Athletic Director for Sports Medicine, the Director of Sports Performance, the Director for Student Athlete Well-Being, the Deputy Athletic Director/COO/SWA, and the Athletic Director.

### **A. Relationship / Medical Program Base Structure**

1. As part of this relationship, it is expected that a tiered leadership structure exists for continued direction for the affected student athletes. The proposed structure may vary with each program offering but should include no less than two leaders (such as a Head Team Physician and an Assistant Head Team Physician) authorized to make medical decisions in the case of an injury, with one of the physicians designated as the "Head Team Physician".
2. The Head Team Physician shall conduct regularly scheduled walk-in "bump" clinics a minimum of two times per month. PROVIDER will ensure that a member of the PROVIDER registration team is present at each "bump" clinic to ensure proper billing and documentation.
3. Physician should be available via text/call daily for any assistance of athletic injury as needed.
4. Physician should be available to perform physicals of prospective student-athletes as requested.
5. At least one of the physicians in the proposed staffing solution should be female.
6. PROVIDER will be compensated for medical services provided to UNCW student-athletes by the physician team through each UNCW student-athlete's insurance and will be responsible for all

claims and billing. PROVIDER may detail personnel to UNCW Athletics facilities to handle billing as services are provided. Co-Pays associated with covered services will be paid by UNCW Athletics.

#### **B. Accessibility - Other Providers/Specialists**

1. When requested by UNCW Athletics, PROVIDER will coordinate with UNCW Athletics to ensure appropriate physician coverage for UNCW intercollegiate sporting events on a schedule as mutually agreed upon.
2. The parties understand and agree that it is important for all student-athletes to feel at ease with their health care Providers. To that end, PROVIDER will ensure that a minimum of one female health care Provider (such as a primary care physician or nurse practitioner) is available to provide direct coverage to women's sports teams.
3. PROVIDER will provide priority scheduling (e.g., within one week) for medical specialists when needed.

#### **C. Credentialed Physical Therapist**

1. PROVIDER will provide a licensed physical therapist to work on the UNCW campus. This physical therapist will act as a reasonable and prudent professional in providing injured UNCW student-athletes with treatment and rehabilitation services (the "PT Services") in accordance with North Carolina law and the guidelines and standards of the North Carolina Board of Physical Therapy Examiners Therapy, Physical Therapy, and Athletic Trainers Board.
2. PROVIDER will provide UNCW a quarterly claims report for PT Services provided.
3. UNCW will provide treatment space in a location to be determined, and the use of equipment and supplies needed for the PT Services.
4. UNCW and PROVIDER will establish a mutually agreed schedule for the PT Services. Hours will be based on the total number of injured UNCW student-athletes; will generally be scheduled between 8 a.m. and 5 p.m. Mondays through Fridays; and will reserve ten percent (10%) of hours for movement screening, injury prevention consultation, education, and/or partnership development with the Doctor of Physical Therapy program at UNCW.
5. PROVIDER will provide the PT Services upon the referral of a physician for treatment and rehabilitation of second- or third-degree injuries.
6. PROVIDER will provide Progress Reports on the rehabilitation status of student-athletes to the referring physician and the UNCW athletic trainer(s) overseeing the sport. A Report for each student-athlete will be provided after each visit, and more often if requested by the physician or athletic trainer.
7. PROVIDER will be compensated for the PT Services through each UNCW student-athlete's insurance and will be responsible for all claims and billing.

**D. Sports Orthopedic Surgeon**

1. A Sports Orthopedic Surgeon should be available for game-day coverage and emergency situations to provide consultation, treatment, and surgical intervention for orthopedic injuries.

**E. Sports Dietetics Services**

1. The Provider is requested to provide one (1) FTE dedicated to UNCW Athletics that will be responsible for working with student-athletes and coaches on nutrition plans, dietary counseling, and performance optimization, which will serve as a member of the athletic department's Sports Performance Team

**F. Athletic Trainers and Continued Support**

1. PROVIDER will cooperate with UNCW Athletics to maximize the number of collaboration agreements as allowed between UNCW athletic trainers and physicians employed by or otherwise professionally associated with PROVIDER.
2. Certified athletic trainers (ATCs) to work in coordination with UNCW Athletics and medical professionals to provide injury evaluation, treatment, rehabilitation, and preventive care for student-athletes.

**G. Medical Imaging /EKGs of Student-Athletes**

1. PROVIDER will use its best efforts to cooperate with UNCW in performing EKG testing of all UNCW student-athletes, when needed.
2. PROVIDER will use its best efforts to cooperate with UNCW in performing EKG testing of all new UNCW student-athletes.
  - a. Priority Scheduling for Imaging and Reading
    - i. PROVIDER will use its best efforts to ensure that a UNCW student-athlete can receive an MRI and/or X-rays within 24 hours of a request.
    - ii. UNCW expects that each MRI or X-ray will be read and radiologist dictation completed within 12 hours of the test.
  - b. Flat Rate Structure for Imaging and Testing
    - i. PROVIDER will work with UNCW to develop an agreed flat rate structure for MRIs, X-rays, EKGs, sickle-cell and ferritin lab testing, and other labs that UNCW commonly uses.

**H. Mental Health Support**

1. Support of the current Student-Athlete Well-Being structure, which includes primary services

and supervision from the Director of Student-Athlete Well-Being and additional services provided by the UNCW Counseling Center when supplemental or higher-level care is required.

**I. Complementary, Alternative or Integrative Health Practices**

1. The Provider should grant access to complementary, alternative or integrative health practices including but not limited to message, acupuncture and spinal manipulation.

**J. Sports Medicine Physician Fellows (if applicable)**

1. If the provider has an accredited sports medicine fellowship program in primary care and/or sports orthopedics, fellows may participate in care under the supervision of experienced physicians

**K. Event Attendance/Travel Accommodations**

1. A Physician, Physician’s Assistant, Nurse Practitioner or Certified Nurse Practitioner must be in attendance at all home men’s/women’s basketball games, and men’s/women’s soccer games.
2. For any applicable postseason men’s/women’s tournaments with all UNCW sports, UNCW will be responsible for all travel arrangements and expenses of the travelling physicians.

**L. Marketing Elements**

Marketing Elements Recommended (Asset Value \$400,000)

It is recommended that the selected medical services provider consider the annual sponsorship investment of \$400,000, delivered through the combination of cash and approved in kind marketing assets as defined below:

1. Official Healthcare Provider designation (Title rights)
2. Naming rights for Basketball Court in Trask Coliseum and/or other Athletic facilities
3. Trask Coliseum scoreboard & LED signage
5. PA/Announcer reads across all sports
6. Digital and social media integration
7. Logo patches on Men’s & Women’s Basketball regular season uniforms as allowed by NCAA regulations.
8. Capital Investment

Additional Sponsorship and Philanthropic Opportunities (Proposer Enhancements)

UNCW Athletics welcomes and encourages proposers to identify and include additional or alternative sponsorship and marketing elements beyond those outlined in above, provided such elements are consistent with University brand standards, NCAA regulations, and institutional policies.

UNCW Athletics also recognizes that selected partners may have an interest in supporting the University’s broader mission through voluntary philanthropic contributions in addition to contractual sponsorship and service obligations.

Proposers may propose value-added assets, creative activations, or innovative marketing concepts that

enhance brand visibility, community engagement, student-athlete experience, or institutional partnerships. These may include, but are not limited to:

- Philanthropic contributions such as athletic scholarships
- Expanded community or campus health initiatives
- Enhanced video board or broadcast integrations
- Naming opportunities for facilities, spaces, programs, or initiatives
- Co-branded content, educational programming, or experiential activations

All proposed enhancements should be clearly described, including:

1. Asset description and scope
2. Estimated annual value
3. Term of commitment
4. Any associated costs or in-kind contributions

UNCW reserves the right to evaluate, accept, modify, or decline any proposed sponsorship elements and to negotiate final sponsorship deliverables with the selected proposer as part of the contract award process.

### 6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

#### 6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

**6.2 INVOICES**

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

**6.3 CONTINUOUS IMPROVEMENT**

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

**6.4 ACCEPTANCE OF WORK**

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

Acceptance of Vendor’s work product shall be based on the following criteria:

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

**6.5 TRANSITION ASSISTANCE**

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

**6.9 DISPUTE RESOLUTION**

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State’s Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

#### **6.10 CONTRACT CHANGES**

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

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## **7.0 ATTACHMENTS**

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**\*\*IMPORTANT NOTICE\*\***  
**RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE**  
**FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT**

### **ATTACHMENT A: PRICING**

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Vendor should provide a cost sheet detailing the complete breakdown of all costs associated to complete this project.

### **ATTACHMENT B: INSTRUCTIONS TO VENDORS**

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The Instructions to Vendors, which are incorporated herein by this reference, may be found here:  
<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

### **ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS**

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The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:  
<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

### **ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

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Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:  
<https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

### **ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

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Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:  
<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

### **LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS**

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The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:  
<https://www.doa.nc.gov/pc-contracts-grants-loans-cooperative-agreements-certification-72020-pdf/open>

**\*\*\* Failure to Return the Required Attachments May Eliminate  
Your Response from Further Consideration \*\*\***