



Office of Purchasing  
10910 Clarksville Pike  
Ellicott City, Maryland 21042-6198  
(410) 313-6723, fax (410) 313-6789

June 25, 2021

Mr. Kevin Mitchell  
Ms. Christy Kingan  
PT Network, LLC. dba Pivot Athletic  
501 Fairmont Ave., Ste 302  
Towson, MD 21286

kmitchell@pivoths.com  
ckingan@pivoths.com

Re: RFP #032.21.B4 – High School Athletic Trainer Services

Dear Mr. Mitchell:

The Board of Education of Howard County, at its Meeting on June 24, 2021 approved the recommendation for award of the Request for Proposal #032.21.B4, High School Athletic Trainer Services. As outlined in the Terms and Conditions of the RFP document the awarded firm agrees that their proposal and all other related RFP documents will become the contract.

The contract period is for one year, commencing June 24, 2021 through June 23, 2022 and is renewable for five (5) additional one-year periods at the sole option of the school system, subject to satisfactory performance and available funding.

Mr. John Davis, (410)-313-6739, [jack-davis@hcpss.org](mailto:jack-davis@hcpss.org) is the Contract Manager for this contract. At this time, please forward to him any required submission under the contract such as Insurance certificates, etc. Mr. Davis or his appointed representative will be your contact regarding scheduling and day to day contract administration.

If you have any questions, please contact me at your convenience.

Sincerely,

Robert B. Gill, CPPO, CPPB  
Purchasing Specialist

cc: John Davis  
Kim Masters

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