

Specifications
Tennessee Department of Correction (TDOC)
Certified Personal Training Certification Program
Event # 32901 - 0000013720

1. Purpose

The purpose of this solicitation is to procure a qualified Contractor to provide an instructor-led, in-person physical trainer certification program for inmates at TDOC's Women's Residential Therapeutic Complex (WTRC) in Henning, TN, Debra Johnson Rehabilitation Complex (DJRC) in Nashville, TN and Bledsoe County Correctional Complex (BCCX) in Pikeville, TN. The program aims to equip inmates with the knowledge, skills, and credentials necessary to become certified personal trainers, enhancing their rehabilitation, employability, and overall well-being upon release. This shall be awarded through a competitive bid solicitation for a contract term of three (3) years.

2. Scope of Work

The awarded Contractor shall be responsible for developing and delivering a structured physical trainer certification program that includes both theoretical instruction and hands-on training. The program shall include, but is not limited to:

- a. Instructor-Led Training: Contractor to conduct in-person (non-digital) sessions covering exercise science, anatomy, physiology, nutrition, strength training, cardiovascular conditioning, flexibility, and injury prevention.
- b. Certification Preparation: Instruction aligned with nationally recognized personal trainer certification standards (e.g., NASM, ACE, NSCA, ACSM).
- c. Practical Training: Hands-on application of exercise techniques, client assessments, program design, and coaching strategies.
- d. Test Preparation: Printed comprehensive review sessions, study guides, practice exams, and tutoring to ensure inmates are fully prepared for certification testing.
- e. Two (2) sessions per week lasting up to ninety (90) minutes each week with a maximum classroom size of twenty-five (25) inmates per class
- f. Assessment & Reporting: Baseline and periodic evaluations, attendance tracking, progress assessments, and performance reviews.
- g. Safety & Security Compliance: Adherence to all facility rules, security protocols, and emergency procedures.
- h. CPR/AED certification for participants.
- i. Testing and certification for inmates before release.

3. Contractor Requirements

- a. Must have a minimum of two (2) years of experience in fitness instruction, preferably in correctional settings or similar environments.
- b. Contractor must hold nationally recognized fitness certifications (e.g., NASM, ACE, NSCA, ACSM) and have prior experience teaching certification courses.
- c. Experience working with diverse populations, including those with special medical or physical needs.
- d. Ability to customize instruction based on inmate learning styles, literacy levels, and fitness backgrounds.
- e. All staff shall undergo background checks and meet facility security clearance requirements.
- f. Contractor shall submit all program materials to TDOC for approval prior to program start date.

4. Deliverables

Contractor shall provide the following deliverables:

- a. Printed detailed training curriculum and lesson plans aligned with certification standards.
- b. Printed study materials, textbooks, and practice exams for certification preparation.
- c. Monthly attendance and progress reports.
- d. Incident reports for any injuries or issues during sessions shall be submitted both physically and digitally to Education Principal or designee.
- e. End-of-program assessment with recommendations for student improvement.
- f. End-of-program comprehensive report detailing program effectiveness, student completion rate, student pass/fail rate, and areas of improvement for the program.
- g. Assistance with registration for certification exams and tracking of inmate pass rates.
- h. Proctoring certification exam as needed.

5. Compliance & Insurance

- a. Contractor shall comply with all state and federal regulations related to correctional facility programs.

6. Pricing Structure

- a. Contractors shall submit a comprehensive price proposal, including per-session costs, with all instructor fees, materials, and any additional expenses as a per session cost.
- b. Payment terms will be based on a per session-based invoicing schedule.