

## COATESVILLE AREA SCHOOL DISTRICT

### REQUEST FOR PROPOSAL FOR INFORMATION TECHNOLOGY SERVICES Issued: March 8, 2021

**Intent.** It is the intent of the Coatesville Area School District (the “District”) to secure Proposals for Information Technology Services.

**Contract Term.** The Contract shall commence on July 1, 2021, and run for a 36-month term, expiring June 30, 2024.

#### INFORMATION AND GENERAL CONDITIONS

**General Conditions are listed below:**

1. **Submission of Proposals.** All Proposals are due by 2:00 PM, Thursday, April 1, 2021.

Proposals to be sent to:

Coatesville Area School District  
Attn: Karen Ambrose  
3030 C G Zinn Road  
Thorndale, PA 19372

Proposals shall have “**Information Technology Services Proposal**” on the outside of the envelope. The District reserves the right to reject any and/or all Proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities.

Questions should be directed to Karen Ambrose, Purchasing Coordinator, at [ambrosek@casdschools.org](mailto:ambrosek@casdschools.org) prior to 4:00 PM Thursday, March 25, 2021.

Award recommendation to the Coatesville Area School District School Board shall be made by May 2021.

2. All Proposals must be submitted on the forms provided, with the prices stated as requested. Prices are to be held for ninety (90) days. All requests must be signed by an authorized officer of the company.
3. Each Contractor submitting a Proposal must agree to enter into a contract and furnish any insurance certificates required by the District at time of submission of the request, in accordance with the terms and the specifications governing it.

4. By submitting your Proposal, each Contractor is responsible to make itself familiar with the contract documents, and he/she stipulates that he/she has read and is familiar with them and understands and agrees to them.
5. In submitting a Proposal, the Contractor agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.
6. The Contractor shall comply with the laws, rules, regulations, and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel associated with this Agreement are familiar with all the aforesaid laws, rules, regulations, and policies.
7. The District reserves the right to accept or reject any portion of any Proposal submitted, to waive any informality, and to make the award in the best interest of the District.
8. Monthly invoices shall be sent to Accounts Payable, located at the District's Administration Building. All invoices are to be billed in equal monthly installments.
9. Payment will be made within 45 days of the receipt of the invoice(s).
10. All information, general conditions of the Request for Proposal and contract, the specifications for the articles, supplies, equipment, and materials or a description of the services desired, or the specifications for the work required, the drawings, plans, and supplemental bulletins in connection therewith, as the case may be, the Contractor's response thereon, and the contract to be executed by him/her, shall be collectively known and designed as the contract documents and together shall form and govern the contract.
11. **Conflict of Interest Statement:** Each Contractor submitting a Proposal must declare that this Proposal was made without any connection with any other person or entity making a Proposal for the same services, that it is in all respects fair and without collusion or fraud, and that no person acting for or employed by the District is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.
12. **Pricing.** The service prices provided are for July 1, 2021, through June 30, 2022; July 1, 2022, through June 30, 2023; and July 1, 2023, through June 30, 2024. Contract may be extended for up to an additional two (2) years, in one-year increments, under identical terms and conditions as mutually agreed. A price increase beyond the original contract term can be negotiated, but it cannot exceed the Philadelphia/Wilmington CPI rate from the previous year.

13. **Failure to Perform/Unsatisfactory Performance.** If the Contractor's work is deemed unsatisfactory, based upon timeliness, quality of work, or other factors as determined by the District, the contract may be terminated upon written notification.
14. Under Pennsylvania Law, the chosen Contractor will be required to obtain three (3) satisfactory employee clearances for each employee assigned to work on or in any Coatesville Area School District property or facility. The cost of obtaining such employee clearances shall be the sole responsibility of the chosen respondent. The three employee clearances include:
  - a) Act 34 – Pennsylvania Criminal History Background Check,
  - b) Act 114 – FBI Background Check (fingerprints),
  - c) Act 151 – Child Abuse Clearance.

The selected Contractor must provide a copy of the above three clearances for each employee before the employee can provide services at the Coatesville Area School District locations. The clearances cannot be older than one (1) year.
15. Under Pennsylvania Law, the chosen Contractor's employees assigned to work on or in any Coatesville Area School District property or facility will be required to be tested for TB prior to working for the District. The cost of obtaining such testing shall be the sole responsibility of the chosen Contractor.
16. Under Pennsylvania Law, the chosen Contractor's employees assigned to work on or in any Coatesville Area School District property or facility will be required to complete and submit an Arrest/Conviction Report and Certification Form per Act – 24 (of 2011) and Act – 82 (of 2012).
17. Under Federal Law, the chosen Contractor's employees assigned to work on or in any Coatesville Area School District property or facility will be required to complete and submit a Form I-9, Employment Eligibility Verification.
18. **Identification.** All employees of the Contractor must be identifiable at all times. A District ID badge will be issued at the District's expense.
19. **Equal Opportunity Employer.** The District is an equal opportunity employment, educational, and service organization.
20. **Discrimination.** The Contractor shall not discriminate against any employee, applicant for employment, independent Contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, or sex.

21. **Debarment and Suspension.** The District shall award contracts only to responsible Contractors possessing the ability to perform successfully under the terms and conditions of the Request for Proposal. Consideration will be given to such matters as Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
22. **Agreement.** Prospective Contractors shall include in their Proposal a copy of their proposed agreement. Final agreement shall be as mutually agreed and shall incorporate the scope of services and conditions as herein described.
23. **Selection Criteria.** The selection criteria shall include, but not be limited to, cost, Information Technology experience, compliance with applicable State laws and required training, references, agreement language, and insurance coverage. The District reserves the right to select the Contractor who best meets its needs.
24. **Notice.** As this Request for Proposal is not a competitive bid, the District retains the right to negotiate the price and other terms of the contract with the respondents identified and chosen by the District.
25. **Insurance.** The Contractor shall be responsible for providing general liability insurance, automobile liability insurance, professional liability insurance, and workers' compensation insurance for its employees and Information Technology services, which shall be primary to the insurance of the District. The limits of liability for Contractor's general liability and automobile liability insurance policies shall be no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate – bodily injury and property damage no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The limits of liability for Contractor's professional liability insurance shall be no less than \$1,000,000 per occurrence. The limits of liability for Contractor's workers' compensation coverage shall be \$100,000 per occurrence, \$500,000 for disease, and \$100,000 for disease for each employee or other minimum amounts in accordance with applicable federal and state statutory requirements. The Contractor shall show evidence of excess liability insurance with a \$2,000,000 per occurrence limit. The District shall be responsible for providing general liability insurance, including premises liability insurance, and professional liability insurance for the activities of its employees. The parties shall provide evidence to each other's satisfaction that such insurance is in force. The parties shall maintain such insurance coverage during the Term. Appropriate certificates evidencing such insurance shall be provided upon request. Coatesville Area School District, 3030 C.G. Zinn Road, Thorndale, PA 19372, shall be named as additional insured on all insurance coverage.

26. **Independent Contractor.** It is hereby understood and agreed that the Contractor, in performing this Agreement, is acting in the capacity of an independent Contractor and that the Contractor is not an agent, servant, partner, nor employee of the District. The Contractor will have control over the work to be performed, provided same is consistent with the requirements of the Agreement, and shall be solely responsible to pay its own federal, state, and local taxes, salaries, Social Security payments, and any and all other payments incurred by the Contractor in the performance of this Agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by the District to its employees including, but not limited to, workers' compensation insurance, disability insurance, medical insurance, and employment insurance are available from the District to the Contractor and/or any and all of the Contractor's agents, servants, and employees. The Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of the District or to bind the District in any way whatsoever.

27. For the Proposal to be valid the following forms must be completed and returned:

- a) Proposal Form, Price Form Section I, and Price Form Section II
- b) Statement of Contractor's Qualifications
- c) Non-Collusion Affidavit

## **SCOPE OF SERVICE & REQUIREMENTS**

### **SECTION 1:**

Provide personnel to fill the following positions:

- Director of Technology
- Senior Network Administrator
- Network Administrator
- System Administrator
- Computer Technician

### **Director of Technology**

Assist the Office of the Superintendent. Provide management and technical expertise for all aspects of Information Technology for the District.

#### **Primary Duties and Responsibilities:**

- Manage all aspects of the Information Technology strategies, policies, service, hardware, and software.
- Coordinate with the different departments to develop Information Technology plans and strategies for administrative and instructional use.
- Manage adopted Information Technology strategies.
- Manage the operational state and functionality of all systems within the network structure.
- Negotiate, monitor, and administer all Information Technology maintenance, installation, purchase, and service agreements.
- Develop and manage the Information Technology annual capital and operating budgets.
- Manage all Information Technology projects.
- Supervise and evaluate Information Technology technical and administrative support staff.
- Develop, administer, and execute user support training for all Information Technology systems.
- Manage and administer all Information Technology databases.
- Establish procedures and work standards for all Information Technology staff.
- Maintain knowledge of new developments in the Information Technology field by involvement in professional organizations and ongoing education and training, awareness of trends, research, new programs, legislation, and state and federal laws, and regulations related to Information Technology and/or technology in school districts.
- Follow Board Policies and Information Technology procedures.

#### **Secondary Duties and Responsibilities:**

- Attend selected workshops, trainings, or seminars designed to enhance technology skills.
- Participate in District meetings and committees.
- Perform any other technology duties as needed by the Superintendent.

### **Senior Network Administrator**

Assist the Director of Technology. Perform duties required to manage and maintain the network infrastructure. Provide supervision for technicians within the department.

#### **Primary Duties and Responsibilities:**

- Ensure the stability and reliability of networks to support educational and administrative functions.
- Install patches, upgrades, and software on the network servers and components. Troubleshoot and replace defective equipment as required to keep network operational with minimal downtime.
- Provide first line of oversight for technicians within the department overseeing Helpdesk activities and providing support as needed.
- Administrate network users in providing secure access to email, internet, and network resources. Manage user accounts and assist in training of staff in the use of applications and resources.
- Provide application and operating system support, including the timely installation of upgrades and patches, license compliance management, setup and support of web servers and web-based/server-based applications. Serve as liaison to District libraries and departments with issues regarding applications.
- Maintain and monitor network security by means of firewalls, content filtering, intrusion detection, virus protection, and monitoring software.
- Manage network authentication and privileges provided to users.
- Manage the network infrastructure.
- Develop a comprehensive solution for network backup and disaster recovery.
- Assist in the documentation of the network to include inventory management and procedure writing.
- Support the growth of the network with the installation of network drops, servers, and switches as needed.
- Assist with the purchasing of software and new equipment by means of working with vendors, sales interviews, and via the internet.
- Report progress and problem resolutions to the Directory of Technology.
- Provide assistance with the research of cost-effective means in providing technology related services to students and staff by means of alternate solutions such as open-source software and operating systems, freeware, and hardware solutions.
- Work together with the System Administrator.
- Follow Board policies and Information Technology procedures.

#### **Secondary Duties and Responsibilities:**

- Attend selected workshops, trainings, or seminars designed to enhance technology skills.
- Participate in Information Technology department meetings and committees.
- Perform any other technology duties as needed by the Director of Technology or other assigned designee.

## **Network Administrator**

Assist the Senior Network Administrator and the Director of Technology. Perform duties required to manage and maintain the network infrastructure.

### **Primary Duties and Responsibilities:**

- Ensure the stability and reliability of networks to support educational and administrative functions.
- Install patches, upgrades, and software on the network servers and components. Troubleshoot and replace defective equipment as required to keep network operational with minimal downtime.
- Administrate network users in providing secure access to email, internet, and network resources. Manage user accounts and assist in training of staff in the use of applications and resources.
- Provide application and operating system support, including the timely installation of upgrades and patches, license compliance management, setup, and support of web servers and web-based/server-based applications.
- Maintain and monitor network security by means of firewalls, content filtering, intrusion detection, virus protection, and monitoring software.
- Manage network authentication and privileges provided to users.
- Manage the network infrastructure.
- Develop a comprehensive solution for network backup and disaster recovery.
- Assist in the documentation of the network to include inventory management and procedure writing.
- Support the growth of the network with the installation of network drops, servers, and switches as needed.
- Assist with the purchasing of software and new equipment by means of working with vendors, sales interviews, and via the internet.
- Provide assistance with the research of cost-effective means in providing technology related services to students and staff.
- Follow Board policies and Information Technology procedures.

### **Secondary Duties and Responsibilities:**

- Attend selected workshops, trainings, or seminars designed to enhance technology skills.
- Participate in Information Technology department meetings and committees.
- Perform any other technology duties as needed by the Senior Network Administrator, the Director of Technology, or other assigned designee.

## **System Administrator**

Assist the Director of Technology. Perform duties required to manage and maintain the network infrastructure. Assist with the supervision of technicians within the department.

### **Primary Duties and Responsibilities:**

- Ensure the stability and reliability of systems to support educational and administrative functions.
- Install patches, upgrades, and software on the system servers and components.
- Support Financial software system.
- Arrange for specialized software training for all staff.
- Coordinate with staff to identify future systems needs and improvements.
- Administrate systems by providing user accounts for administrators and staff.
- Provide application recommendations to the Director of Technology.
- Maintain and monitor software systems security by means of coordinating with the Network Administrator.
- Manage software authentication and privileges provided to users.
- Monitor and regulate the administrative network infrastructure.
- Develop a comprehensive solution for software backups and disaster recovery.
- Assist in the documentation of the systems to include systems functions, management, and procedures.
- Support the growth of systems.
- Assist with the purchasing of software and new systems by means of working with vendors, sales interviews, and via the internet.
- Report progress and problem resolutions to the Directory of Technology.
- Provide assistance with the research of cost-effective means in providing technology related services to students and staff by means of alternate solutions such as open-source software and operating systems, freeware, and hardware solutions.
- Develop and implement short- and long-term system management and strategies for the Information Technology plan.
- Work together with the Data Specialist and the network administrators.
- Assist and lead the eSchoolPlus support position.
- Follow Board policies and Information Technology procedures.

### **Secondary Duties and Responsibilities:**

- Attend selected workshops, trainings, or seminars designed to enhance technology skills.
- Participate in Information Technology department meetings and committees.
- Perform any other technology duties as needed by the Director of Technology or other assigned designee.

## **Computer Technician**

Assist the Senior Network Administrator and the Director of Technology. Perform duties required to manage and maintain District computers and peripherals. Provide first line support to District students and staff with Technology related issues.

### **Primary Duties and Responsibilities:**

- Maintain Helpdesk support via phone and email. Log and manage requests using Helpdesk software. Provide primary and follow-up support to all Helpdesk requests.
- Provide inventory control of computers and printers by tagging and recording equipment and changes to equipment. Provide support for pick-up and delivery of computers and printers.
- Maintain spare parts inventory for District computers.
- Troubleshoot and repair computer and printer hardware and software as required.
- Maintain computer and printer warranty information. Order parts covered under warranty as required.
- Assist in the upgrades of computer software and application usage as needed.
- Provide assistance to end users on basic computer and application usage as needed.
- Assist with troubleshooting basic network connectivity issues with workstations and printers.
- Provide support to Technology Associates in resolving Technology issues related to their building.
- Provide and assist with training Technology Associates.
- Follow Board policies and Information Technology procedures.

### **Secondary Duties and Responsibilities:**

- Attend selected workshops, trainings, or seminars designed to enhance technology skills.
- Participate in Information Technology department meetings and committees.
- Perform any other technology duties as needed by the Director of Technology or other assigned designee.

## **Standard Hours**

Standard hours for all the positions are 8-½ hours a day (which includes an unpaid ½ hour lunch). Extended or additional hours may be required to meet the job responsibilities. No overtime will be paid by the District. Scheduled times are subject to the District's operational hours and 260-day school year calendar.

The Contractor shall have knowledge of and experience with the systems listed below that are used in the District.

- eSchool,
- PowerSchool,
- Canvas,
- Pennsylvania Information Management System (PIMS),
- eGrants,
- Blackboard (website),
- BoardDocs,
- SchoolMessenger,
- IEP Writer,
- Versatrans (transportation),
- Transfinder (transportation),
- Frontline (formerly AESOP; absence management),
- My Learning Plan (part of Frontline Education),
- CSIU,
- TalentEd,
- Pinnacle (badge system),
- EAW Software (electronic keys),
- Sielox CLASS (Crisis Lockdown Alert Status System) (emergency management software),
- Milestone CCTV Software (cameras),
- Raptor Visitor Management System,
- CODY Records Management System,
- Evidence Management System, Video and Audio (body cams),
- JNET/CLEAN (Justice Network / Commonwealth Law Enforcement Assistance Network),
- Data and Criminal Justice Information Protection (firewalls)
- O365,
- VISIO,
- Adobe,
- Data Security / Firewall knowledge.

To maintain compliance with the Pennsylvania State Police and FBI, at least one Contractor employee will be required to biannually take and pass the Level IV Security Awareness Training and submit to a Criminal History check conducted by the District Police Department. The Level IV security clearance allows the employee unescorted access to the computer systems and databases used by the District Police Department.

The Contractor shall maintain the District website and assign one of their employees as Webmaster.

The Contractor shall support the District Committee and School Board Meetings.

The Contractor shall provide Tech Ed support for the following, as needed:

- LMS implementation and support,
- Professional development,
- Support for teacher observation in an online environment,
- Tech coaching,
- Instructional applications support,
- Online Project-based learning,
- Technology integration planning and implementation support,
- AR and VR tools, robotics,
- Instructional device support to teachers, students, and families,
- Consultation services,
- Other services as requested.

## **SECTION 2:**

### **Voice Communication Platform (Telephones)**

Maintain the current Cloud Phone System Hosting with 3CX license. This system includes:

- 128 Simultaneous Call Package (789 Yealink Units)
  - High Availability – Dedicated, Dual Server Setup for Hot Failover inside two (2) separate SSAE16 Type II Datacenters providing Geo-Redundancy and Security

Maintain and support the phone system of 789 Yealink units.

- Handset and Private Branch Exchange (PBX) software maintenance and support includes:
  - Handset break: fix or replacement for the duration of the PBX contract
  - Phone system remote and onsite support as requires
  - Help Desk standard hours: 7:30 AM – 4:30 PM
  - Help Desk after hour support as required via support calls and emails alerting an on-call technician
  - PBX: adds, moves, and changes as required
  - PBX: software issue support as required

➤ The dial tone costs will be billed directly from the SIP dial tone provider.

### **LIST OF ATTACHMENTS**

Attachment A – Proposal Form, Price Form Section I, and Price Form Section II

Attachment B – Statement of Contractor’s Qualifications

Attachment C – Non-Collusion Affidavit

**ATTACHMENT A**

**COATESVILLE AREA SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL FOR INFORMATION TECHNOLOGY SERVICES**

**Issued: March 8, 2021**

**PROPOSAL FORM**

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address \_\_\_\_\_

**FIRST**, that we have carefully examined the Request for Proposal, General Conditions, Specifications, Proposal Form, Price Form, Statement of Contractor's Qualifications, Non-Collusion Affidavit, and in accordance with the same, submit this Proposal and agree to furnish and perform the specified work for the Coatesville Area School District as per the Grand Total listed on Price Form.

**SECOND**, that this Proposal is subject to all the terms of these specifications, and we hereby agree to furnish such materials and labor as required in these specifications.

**THIRD**, that the prices quoted herein are exclusive of Federal Excise and Pennsylvania State Sales Tax.

**FOURTH**, as based upon the preceding specifications, the following Proposal prices are listed as firm for a period of ninety (90) days after the date established for receiving Proposals.

**If Bidder is an Individual:**

Sign Here \_\_\_\_\_  
(Date)

**If Bidder is an Individual trading under a fictitious name or partnership:**

Sign Here \_\_\_\_\_  
(Date)

Title \_\_\_\_\_

Trading As \_\_\_\_\_

**If Bidder is a Corporation, fill in Corporate name, sign and affix seal:**

Name \_\_\_\_\_

By \_\_\_\_\_  
(President or Vice President) (Date)

Attest \_\_\_\_\_  
(Secretary or Assistant Secretary) (Date)

**ATTACH CORPORATE SEAL HERE:**

**PRICE FORM**

**SECTION I**

<b>POSITION</b>	<b>YR 1 (7/21 – 6/22)</b>	<b>YR 2 (7/22 – 6/23)</b>	<b>YR 3 (7/23 – 6/24)</b>
<b>Director of Technology</b>			
<b>Senior Network Administrator</b>			
<b>Network Administrator</b>			
<b>System Administrator</b>			
<b>Computer Technician</b>			

➤ Prices to be invoiced in 12 equal monthly amounts.

**SECTION II**

<b>DESCRIPTION</b>	<b>YR 1 (7/21 – 6/22)</b>	<b>YR 2 (7/22 – 6/23)</b>	<b>YR 3 (7/23 – 6/24)</b>
<b>3CX Hosted PBX Package (\$ per month)</b>			
<b>Phone Maintenance and Support (\$ per month for 789 units)</b>			
<b>Additional PBX Account Setup and Phone Deployment (\$ per account/phone)</b>			
<b>Additional PBX Phone Device and Replacement Coverage (\$ per month per phone)</b>			

➤ Prices to be invoiced in 12 equal monthly amounts.

Name of Contractor \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHMENT B**

**STATEMENT OF CONTRACTOR'S QUALIFICATIONS**

The following questions are to be answered in a clear and comprehensive manner. Where indicated, questions are to be answered on separate attached sheets. The Contractor may submit additional information, as the Contractor may desire.

1. Name of Contractor \_\_\_\_\_
2. Office address \_\_\_\_\_  
\_\_\_\_\_
3. When was this business organized? \_\_\_\_\_
4. If a Corporation, where is the corporation incorporated? \_\_\_\_\_
5. How long has this company been involved in performing Information Technology services?  
\_\_\_\_\_
6. List five (5) current references, school references preferred, of Information Technology Services contracts that are current or have been completed in the last 18 months. Provide name, address, phone number and contact information, and state the dates of these contracts on a separate sheet.
7. State your knowledge and experience with the systems listed in Section I on a separate sheet.
8. Has the Contractor ever failed to complete or default on any contract that was awarded to them? \_\_\_\_\_ If yes, provide full explanation on a separate sheet.
8. Describe the size and scope of your company on a separate sheet. Include number of employees, description of equipment, etc.

This Statement is dated on the \_\_\_\_\_ day of \_\_\_\_\_, 2021

Name of Contractor \_\_\_\_\_

By \_\_\_\_\_

**ATTACHMENT C**  
**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am (Title) \_\_\_\_\_ (Name of Firm) \_\_\_\_\_  
and that I am authorized to make this Affidavit on behalf of my company, and its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this Proposal.

I state that:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor, Contractors, or potential Contractors.
2. Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person who is a Contractor(s) or potential Contractor(s), and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a Proposal higher than this Proposal, or to submit any intentionally high or noncompetitive Proposal or other form of complementary Proposal.
4. The Proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Proposal.
5. (Name of Company) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that (Name of Company) \_\_\_\_\_ understands and acknowledges that the above representations are material and important and will be relied on by the Coatesville Area School District in awarding the contract(s) for which this Proposal is submitted. I understand and my company understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Coatesville Area School District of the true facts relating to the submission of Proposals for this contract.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires