

**THE PENNSYLVANIA CYBER CHARTER SCHOOL
(Kindergarten through Twelfth Grade)**

REQUEST FOR PROPOSAL FOR ARTS CURRICULUM AND SERVICES

NOTICE IS HEREBY GIVEN that The Pennsylvania Cyber Charter School (“PA Cyber” or “the Charter School”) is requesting Vendor proposals under the following requirements, terms, and conditions.

PA Cyber is a public charter school authorized by the Pennsylvania Department of Education (“PDE”). The Charter School operates as a nonprofit entity incorporated in the Commonwealth of Pennsylvania, and is located at 652 Midland Avenue, Midland, Pennsylvania 15059, serving Kindergarten through Twelfth Grade. Proposals may be for a portion or all of the services outlined in this RFP.

This document will provide an overview of the proposal information requested by PA Cyber.

TABLE OF CONTENTS

I. PROPOSAL REQUEST INFORMATION..... 1

II. PROPOSALS 2

III. OVERVIEW AND BACKGROUND..... 2

IV. GENERAL CONDITIONS..... 2

V. SERVICE SPECIFICATIONS..... 6

VI. PRICING STRUCTURE..... 11

VII. VENDOR SUBMISSIONS..... 12

VIII. PREPARATION OF PROPOSALS 13

 SCHEDULE A 14

 SCHEDULE B..... 15

 SCHEDULE C..... 16

 SCHEDULE D 17

 SCHEDULE E..... 19

 SCHEDULE F 21

I. PROPOSAL REQUEST INFORMATION

A. PROPOSAL DESTINATION

Brian Hayden
The Pennsylvania Cyber Charter School
652 Midland Avenue
Midland, PA 15059
Email: brian.hayden@pacyber.org

B. PROPOSAL KEY DATES & INFORMATION

Proposal shall be delivered by email to the above address any time prior to, but not later than, 4:00 pm on April 3, 2017. One (1) hard copy and one (1) electronic copy are to be submitted by mail or hand delivered to the above address. Proposals received after this time may be returned. However, at its sole discretion, PA Cyber may extend the deadline for the delivery of proposals.

- RFP Release Date: March 1, 2017
- Intent to Submit Proposal by Vendor: March 8, 2017
- Proposal Due Date: April 3, 2017 before 4:00 p.m. Eastern Standard Time
- Presentations by Vendor Finalists: April 10 – 21, 2017
- Second Presentations by Vendors (if necessary): May 1 – 5, 2017
- Award Notification: May 15, 2017
- Implementation: July 1, 2017

C. QUESTIONS ABOUT THIS RFP

All questions concerning this RFP should be directed to Jennifer Shoaf via email to jennifer.shoaf@pacyber.org. All questions and answers will be disseminated to every Vendor via email, so long as the Vendor notifies Jennifer that it wishes to receive such communications prior to submission of its RFP Response.

D. VALID OFFER

All proposals submitted must be held open and remain valid for a minimum period of 90-days after the due date for the proposals.

II. PROPOSALS

The Pennsylvania Cyber Charter School (“PA Cyber” or “the Charter School”) requests from qualified and interested entities (“Vendors”) responses to this RFP for Arts Curriculum and Services. The objective of this RFP is to accomplish a fair, open, and competitive procurement. PA Cyber reserves the right to cancel the RFP or procurement, or accept or reject any and all proposals submitted in response to this request in accordance with applicable law.

Proposals will be received through the period of March 8, 2017 through April 3, 2017 before 4:00 p.m. Eastern Standard Time.

III. OVERVIEW AND BACKGROUND

PA Cyber serves the needs of public education throughout every county in the Commonwealth of Pennsylvania. Central administrative offices are located at 652 Midland Avenue, Midland, PA 15059. PA Cyber operates regional offices in Allentown, Erie, Greensburg, Harrisburg, Philadelphia, Pittsburgh, State College, and Wexford. PA Cyber provides services to approximately 10,000 students across the Commonwealth of Pennsylvania.

PA Cyber values student access to a high quality education in the arts. PA Cyber desires to establish a relationship with one or more Vendors which will help provide students with in-person and virtual opportunities to explore the various art disciplines, as well as access to high quality, customizable arts courses.

Vendors may propose to provide all or a portion of the services described in this RFP. If the Vendor does not propose to provide all services, then the Vendor must clearly delineate the services it proposes to furnish and those it does not.

IV. GENERAL CONDITIONS

- A. **HOURS OF OPERATION.** Normal hours of operation are expected to be at a minimum 8:00 a.m. to 4:00 p.m., continuous Monday through Friday. It should be noted that PA Cyber currently has a waiver from PDE to operate an extended school year.

- B. **CHARACTER.** It is recognized that, for the protection of the children, all persons affiliated with and/or employed by the Vendor must be of stable personality and of the highest moral character. Any persons working on school grounds shall obtain the following clearances: Federal Criminal History Record, FBI Clearance Check, PA State Criminal Record Check, and PA Child Abuse History Clearance. The cost to obtain these clearances shall be borne by the Vendor who is awarded the contract. Copies of the clearances shall be given to PA Cyber at PA Cyber's request.
- C. **COMPLIANCE WITH LAWS.** The proposal shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract. The Vendor, as an employer, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
- D. **INCURRED COSTS.** PA Cyber is not liable for any cost incurred by the Vendor prior to the execution of a Professional Services Agreement ("Agreement" or "Contract") by PA Cyber and the Vendor.
- E. **CONTRACTOR NOT AN AGENT.** Unless otherwise stated in the final Agreement, the Vendor shall not be held or deemed in any way to be an agent, employee, or official office of PA Cyber, but rather an independent contractor furnishing professional services to PA Cyber.
- F. **INDEMNIFICATION.** The Vendor shall indemnify, save, and hold harmless PA Cyber and PDE and all of their employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Vendor with any agreements, warranties or undertakings contained in or made pursuant to this RFP.
- G. **NEGOTIATION OF PROFESSIONAL SERVICES AGREEMENT.** PA Cyber reserves the right to reject any or all proposals or to award an Agreement to the next most qualified Vendor if the successful Vendor does not execute an Agreement within twenty (20) days after award of proposal. At its sole discretion, PA Cyber may extend the date for award of the Agreement. PA Cyber reserves the right to negotiate any or all terms upon award of proposal.
- H. **ETHICS IN PUBLIC CONTRACTING.** By submitting its Proposal, Vendor certifies that its Proposal is submitted without collusion or fraud, that it has not offered

or received any kickback or inducement from any other Vendor, supplier, manufacturer, subcontractor, customer or other person in connection with its Proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.

- I. **PROHIBITED CONTACT.** Registered and non-registered lobbying of PA Cyber staff members or Board members with respect to a pending contract award is prohibited during the time between the date the RFP is advertised and the date a final Contract is awarded. Any contact between PA Cyber staff members or Board members and any representative of a Vendor relating to a pending project or award (whether by writing, telephone, e-mail or otherwise) outside of properly scheduled meetings, other than as intended and initiated by a PA Cyber staff member or a Board member, shall be grounds for disqualification of the Vendor from the RFP response process. By submitting a Proposal, the Vendor represents and warrants that it has not made, and will not make, any contact prohibited by this paragraph.
- J. **CONFLICT OF INTEREST.** Vendor certifies that no PA Cyber Board member, staff member, or employee has a financial or beneficial interest in the Vendor.
- K. **TERMINATION.** Failure by the successful Vendor to comply with the terms and conditions of this RFP or to deliver the Services identified in this RFP or the Contract at the prices quoted shall void the contract award. In the case of the successful contractor's failure to deliver the Services in accordance with the Contract terms and conditions, PA Cyber, after due oral or written notice, may procure such Services from other sources and hold the successful contractor responsible for any resulting additional costs.
- L. **AUDIT.** Unless the Contract is a firm fixed price contract, PA Cyber shall be entitled to audit the books and records of the successful Vendor or any subcontractor thereof to the extent that such books and records relate to the performance of the successful Vendor's Contract with PA Cyber. Accordingly, the successful Vendor agrees, and any subcontractor thereof will agree, to retain all books, records and other documents relative to this RFP and the related Contract for a period of three (3) years from the date of final payment under the Contract for the Vendor and for a period of three (3) years from the date of final payment under the subcontract for the subcontractor, unless a shorter period is otherwise authorized in writing by PA Cyber. By submitting a Proposal, the

successful Vendor grants to PA Cyber the right to perform, or have performed by its authorized agents and/or auditors, an audit of the books and records of the successful Vendor. Consequently, PA Cyber will have full access to, and the right to examine, any of said materials following the giving of reasonable notice during said period. **VENDORS ARE HEREBY NOTIFIED THAT ALL RECORDS OF ALL PERSONS CONTRACTING WITH PA CYBER MAY BE SUBJECT TO THE PENNSYLVANIA PUBLIC RECORDS ACT.**

- M. **TAXES.** The successful Vendor shall determine, be responsible for, and pay any applicable taxes related to the Agreement. PA Cyber is a tax-exempt organization and shall not be billed for, nor be expected to pay, any taxes applicable to the Services. **A COPY OF DOCUMENTATION VERIFYING THE “TAX EXEMPT” STATUS OF PA CYBER IS AVAILABLE AND WILL BE FURNISHED TO THE SUCCESSFUL VENDOR UPON REQUEST.**

- N. **SUPPORT.** The successful Vendor agrees and affirms that, throughout the RFP process and the term of any resulting agreement, it will utilize its best efforts to assist and support PA Cyber in addressing any relevant problems which might arise.

- O. **INSURANCE.** By submitting a Proposal in response to this RFP, the Vendor certifies that, if awarded a contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Vendor certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Pennsylvania. During the term of the contract, PA Cyber reserves the right to require the successful Vendor to furnish certificates of any required insurance for the coverage required by PA Cyber, if any is required.

- P. **CONFIDENTIAL AND PROPRIETARY INFORMATION.** PA Cyber is subject to the Pennsylvania “Public Records Act.” Accordingly, no claim of confidentiality or proprietary information in all or any portion of any Proposal submitted in response to this RFP will be honored unless a specific exemption from the Public Records Act exists and such exemption is cited in the Proposal. Any claimed exemption must be specifically cited by page and paragraph number(s). An incorrectly claimed exemption shall not disqualify the Vendor so long as the Vendor recognizes the error and agrees to disclose any otherwise nonexempt information.

- Q. **ASSIGNMENT OF CONTRACT.** Upon execution, the Contract shall not be assigned or subcontracted by the successful Vendor, in whole or in part, without the prior written consent of PA Cyber.
- R. **BINDING NATURE OF THIS RFP.** By submitting a Proposal, the Vendor agrees to be bound by all of the provisions of this RFP. The Vendor further agrees that, if it becomes the successful Vendor, the Vendor and its heirs and assigns will continue to be bound by the provisions of the RFP for the duration of the Agreement Term except to the extent any provision hereof is explicitly waived in the Agreement.
- S. **APPLICABLE LAWS AND COURTS.** This RFP and any related Proposal and resulting Contract shall be governed in all respects by the laws of the Commonwealth of Pennsylvania. Jurisdiction over any matter arising in connection with this RFP or any related Proposal or resulting Contract hereunder shall be held by the state and federal courts having jurisdiction in Beaver County, Pennsylvania and the Western Federal District of Pennsylvania (Pittsburgh).
- T. **ADDITIONAL INFORMATION.** PA Cyber reserves the right to request clarification of information submitted and to request additional information of one or more Vendors.
- U. **CAPTIONS.** Headings in all sections of this document are provided as a convenience only, and shall not affect the interpretation of this instrument, its attachments, and addenda.

V. **SERVICE SPECIFICATIONS**

Separate and distinct proposals are being requested for the following:

1. Arts Education Services
2. Arts Education Courses

A. **ARTS EDUCATION SERVICES**

The following Arts Education Services are to be provided for as part of any responsive proposal:

1. In-Person and Virtual Arts enrichment instruction to PA Cyber students across the Commonwealth of Pennsylvania; Disciplines to include dance, visual art, music (instrumental & vocal), theatre, media, and writing.

2. Certified instructors at every PA Cyber office location as requested for in-person enrichment. PA Cyber Office locations include, but are not limited to:
 - a. Allentown Office
 - b. Erie Office
 - c. Greensburg Office
 - d. Harrisburg Office
 - e. Midland Office
 - f. Philadelphia Office
 - g. Pittsburgh Office
 - h. State College Office
 - i. Wexford Office
3. Certified instructors to teach and facilitate virtual arts courses at days/times requested by PA Cyber.
4. A predetermined list of courses, including course description, course syllabus, course length, course materials, and grade level appropriateness, across the art disciplines that can be provided at every office location.
5. In-Person and Virtual Instructor responsibilities including:
 - a. Submission of a lesson plan to a PA Cyber designee on a weekly basis
 - b. Course syllabus submission to a PA Cyber designee prior to a course being offered
6. In-Person and Virtual courses meeting the following criteria:
 - a. Alignment to Pennsylvania Academic Standards (preferred)
 - b. Duration of 12 weeks
 - c. Offered for both the fall and spring semesters
 - d. Available for each of the following grade level spans: K-5, 6-8, 9-12
 - e. Specification of the minimum and maximum number of students able to participate for each course
 - f. Must provide a list of all necessary course material for each class offered
 - i. All material must be supplied by the Vendor and available for students during instruction
 - ii. All material must be transported by the Vendor to the appropriate office location
7. Ability for Vendor to create and implement additional courses at PA Cyber office locations as requested by PA Cyber.

8. Staffing as requested by PA Cyber to attend and facilitate PA Cyber workshops across the Commonwealth; materials needed to conduct the workshop must be supplied and provided by Vendor.
 - a. All materials must be supplied by the Vendor and available for students during instruction
 - b. All materials must be transported by the Vendor to the appropriate office location
9. Ability to offer various summer camps that extend for two weeks at each PA Cyber office location.
 - a. Topics to be approved by a PA Cyber designee
10. Breakdown of cost per course (online and virtual) and/or camp to include content, assessments, textbook, supplies, teacher planning/preparation, and travel.
11. Surveys, interviews, and observation sessions conducted by Vendor in order to obtain feedback on how to improve the offerings and programs.
12. Regular communication between PA Cyber and Vendor on course enrollments.
13. Pricing proposals in advance of any other service requested by PA Cyber.

B. ARTS EDUCATION COURSES

Any proposal responsive to the request for Arts Education Courses must provide for the following:

1. Complete scope and sequence of arts education courses for kindergarten through eighth grade; a separate ninth through twelfth grade scope and sequence may also be submitted.
2. Course design reflecting a clear understanding of student needs and incorporating varied ways to learn and engage with the content.
3. Courses allowing for multiple levels of mastery.
4. Courses must address each of the art disciplines including dance, visual art, music (instrumental & vocal), theatre, media, and writing.
5. Course content and assessments aligning with Pennsylvania Academic Standards.
6. Course content and assessments which are of sufficient rigor, depth, and breadth to teach the standards being addressed.

7. Course content and assessments must be designed for use in a virtual learning environment, blended learning environment, and asynchronous learning environment.
8. Content and assessments must address the needs of the English Language Learners (ELL), students with an Individualized Education Plan (IEP), and students with a Gifted Individualized Education Plan (GIEP).
9. Courses organized into themes and lessons with a suggested completion timeframe of a 180 day school year.
10. Each lesson providing an overview, content, activities and assignments/assessments (graded or non-graded) in order to offer multiple learning opportunities for students to master the content.
11. Course goals and objectives which are measurable and clearly state what the student will be able to know and do at the end of each lesson and the course as a whole.
12. Objectives matched to content requirements and to the grade and skill levels of the intended audience.
13. Course instruction including activities that engage students in active learning and addressing a variety of learning styles.
14. Courses providing opportunities for students to engage in higher order thinking and critical reasoning activities.
15. Courses reflecting multicultural education which is accurate, current, and free of bias.
16. Lesson content, activities, and assessments which can be manipulated/alterd by the school.
17. Online lessons may be accompanied by offline materials (i.e. textbooks, supplies, etc.) to allow for greater understanding and retention.
18. Instructor(s)/Teacher(s) for asynchronous arts courses must be provided by vendor.
19. Learning activities and assignments/assessments must have the ability to be adapted on a continual basis in order to accommodate students' needs.
20. Readability levels which are appropriate for the course content and the students' ages.

21. Courses providing opportunities for the appropriate instructor-student and student-student interaction in order to foster mastery and application of material and a plan for monitoring that interaction.
22. Courses must include engaging lesson content, interactive videos, and appropriate age level assessments.
23. Extended resources and activities provided to increase understanding and achievement levels.
24. The Vendor's understanding of the review and update cycle.
25. The Vendor's understanding of how often content is created, updated, and edited.
26. A process for PA Cyber to submit and/or make content edits, accompanied by a timeline for completion.
27. Student evaluation strategies which are consistent with course goals and objectives.
28. Assessments including both formative and summative assessment types.
29. Each course incorporating adequate and appropriate methods of assessing students' mastery of content.
30. Assessments including, but not limited to, multiple choice and open-ended questions.
31. Assessment questions encompassing both teacher graded and auto-graded assessments.
32. Understanding of the percentage of auto-graded versus teacher graded assignments/assessments within a course.
33. Understanding of various assessment types and how each assessment type is assigned a value/score.
34. Assessment/gradebook features and tools which make the student continuously aware of his/her progress in the course.
35. Grading practices and processes which are easily understood by PA Cyber and students.
36. Assessment and assignment answers and explanations which are included in student feedback.

37. Ability to give multiple versions of the same assessment.
38. Assessment questions must have the ability to be randomized within the system.
39. Ability for PA Cyber to create its own assignments/assessments and modify assignments/assessments provided by the Vendor as requested.
40. Safeguard must exist for students to be able to retake an assignment/assessment without access to the previous attempt; questions must vary from attempt 1 to attempt 2.
41. Ability for both student and teacher to view and print assignments/assessments.
42. Ability to upload multiple documents.
43. Information must be provided to students and parents on how to communicate with the teacher, including information on the process for these communications.
44. Academic integrity, privacy issues, and online etiquette expectations regarding lesson activities, discussions, email communications, and plagiarism which are clearly stated in each course.
45. All course materials developed by the provider must comply with copyright laws.
46. Course must be compatible and integrated into PA Cyber's Learning Management System (LMS).
47. Must have SSO capabilities with PA Cyber's Student Information System (SIS).

Proposals are to include such instructional tools and supplies including, but not limited to, textbooks, online tools, and supplies which are necessary to deliver the online arts education courses.

VI. PRICING STRUCTURE

Separate cost structures are to be provided for:

1. Arts Education Courses
2. Arts Education Services

Course and material pricing is to be provided on both a per-student and per-course basis.

Vendors may submit proposals for Arts Education Services and Arts Education Courses separately or together.

VII. VENDOR SUBMISSIONS

Vendors are to:

- Include a summary by narrative, anecdote, customer testimonial, or other means demonstrating the Vendor's qualifications, experience, and philosophy which give the Vendor the ability to satisfy all proposal requirements.
- Include an organizational chart showing the staffing and lines of authority of key personnel anticipated to be used in performing the contract.
- Include a summary of how staff will be structured, trained, retrained, and professionally developed.
- Provide example resumes representative of the experience and qualifications, especially certifications, of intended in-person and virtual teachers.
- Provide evidence that proposed course content is aligned to the Pennsylvania Academic Standards.
- Provide a list of the Vendor's catalog of currently-available in-person courses and digital content/online courses.
- Describe the typical business practices for addressing both client and provider content additions and/or edits.
- Provide a Standard Support Service Level Agreement, standard response times, description of ticketing/tracking system, access to reporting features, ability for client to provide feedback regarding services provided and how customer feedback is shared to improve services and support.

VIII. PREPARATION OF PROPOSALS

In order to ease comparability and enhance the review process, it is required that proposals be organized in the manner specified below with tabs. Failure to provide the required organized information will affect the evaluation of the proposal and may be grounds for disqualification. It is required that any attached schedule forms be completed and returned with your Proposal in the proper organized manner as specified below. If any form is not applicable, form should be returned stating non-applicable. An original manual signature is required.

Table of Contents: Include a table of contents for clear identification of the material by section and by page number.

Tab 1 Letter of Transmittal: Write a letter of Transmittal, introducing your firm's proposal that summarizes your understanding of the project and highlights your firm's unique qualifications for delivering this solution.

Tab 2 Proposal: The proposal should address the provider's ability to meet the Service Specifications outlined in the RFP. The proposal should be concise and should address the specification requirements as outlined above.

Tab 3 Experience of Firm and Dedicated Staff: As specifically detailed in Section VII above, provide a summary of your firm's experience in delivering similar solutions. Make every attempt to match experiences to specific requirements listed in this RFP in order to highlight those experiences which qualify your firm to deliver this solution. Also include in this section, your firm's capacity for delivering this proposed solution --specifically, available product inventory and necessary expertise.

Tab 4 References: List at least five (5) other clients for whom the Vendor has provided services similar to the Services (with preference given to clients comparable to PA Cyber) and, for each such reference, the business name, the identification of a contact person, the title of the contact person, a telephone number and email address.

CERTIFICATION OF PROPOSAL

I (We) have read The Pennsylvania Cyber Charter School (“PA Cyber”) Request for Proposal (“RFP”) and fully understand its intent. I (We) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (We) further understand that our ability to meet the criteria and provide the required services shall be judged solely by PA Cyber.

I (We) further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal, with any PA Cyber employee or Board Member other than the listed contact people in the RFP. I (We) understand that any such contact could disqualify this proposal.

I (We) certify that all schedules and addenda contained herein shall be considered part of the entire RFP and that the complete documents submitted shall be considered a legally binding document.

Submitted by:

Proposer’s Firm Name (Entity)

Authorized Signature

Proposer’s Name and Title

Telephone

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE.
Unsigned responses will not be considered

ORGANIZATION

Vendor Entity Name_____

Principal Name/Title_____

Address_____

Phone_____

Fax_____

HISTORY/PROFILE OF PROPOSER'S FIRM.

DESCRIPTION OF ORGANIZATION. DESCRIBE IN DETAIL YOUR FIRM'S QUALIFICATIONS AND CAPABILITIES LISTED IN SCOPE OF SERVICES.

ATTACH RESUMES OR ANY ADDITIONAL INFORMATION ABOUT THE PROPOSER AND/OR HIS OR HER COLLEAGUES WHO MAY BE CALLED UPON TO CONSULT WITH PA CYBER IN THIS MATTER.

*If additional space is needed, please attach to this document.

REFERENCES, EXPERIENCE AND EXPERTISE

Provide a list of organizations for which Vendor has provided Arts Curriculum and/or Services in the last three (3) years. Provide a short summary of the services provided, and the dates of service. Please include a name and telephone number of a contact person who supervised your work where possible.

*If additional space is needed, please attach to this document.

COST

- A. I (We) the undersigned, hereby propose to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work in accordance with the foregoing RFP. I (We) offer the following price schedule that will be held firm for the duration of the contract period.

Please itemize any services or other expenses that are not included in the prices listed.

*If additional space is needed, please attach to this document.

COST

B. I (We) acknowledge receipt of the following RFP addenda and have included their provisions in our proposal: (only necessary if additional RFP addenda have been issued)

Addendum No. _____ Dated _____

C. I (We) agree to hold the RFP amount firm for ninety (90) calendar days after the receipt of the proposal by PA Cyber. The contract period will be for three (3) years with the option for PA Cyber to renew under the same terms and conditions for an additional one (1) year period.

D. I (We) have read and understand the RFP documents. Furthermore, I (We) are prepared to comply with all the requirements contained therein.

Submitted by:

Proposer's Firm Name (Entity)

Authorized Signature

Name and Title

Telephone

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE.
Unsigned responses will not be considered

NON-COLLUSION AFFIDAVIT

State of _____:

County of _____:

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, shareholders, principals, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP response.

I hereby certify that:

- (1) The price(s) and amount(s) of this RFP response have been arrived at independently and without consultation, communication or agreement with any other Vendor.
- (2) Neither the price(s) nor the amount(s) of this RFP response, and neither the approximate price(s) nor approximate amount(s) of this RFP response, have been disclosed to any other firm or person who is a Vendor or potential Vendor, and the price(s) and/or amount(s) will not be disclosed before RFP response opening.
- (3) No attempt has been made nor will be made to induce any other firm or person to refrain from submitting a response to this RFP, or to refrain from submitting a response more competitively priced than this RFP response, or to submit an intentionally high or noncompetitive RFP response, or to employ any other form of coordinated, complementary, or bogus RFP response devices.
- (4) The RFP response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or persons to submit an intentionally high or noncompetitive RFP response or to employ any other form of coordinated, complementary, or bogus RFP response devices.

(5) _____, its affiliates,
(Name of my firm)

subsidiaries, shareholders, principals, 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 in responding to a RFP for any public contract, except as follows:

Schedule E (Continued)

I further certify that _____ understands,
(Name of my firm)

acknowledges, and agrees that the above representations are material and important, and will be materially relied upon by PA Cyber in awarding the Contract(s) for which this RFP response is submitted. I understand and agree, and my firm understands and agrees, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from PA Cyber of the true facts relating to the submission of RFP responses for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF _____, 2014

Notary Public

My Commission Expires:

THIS PAGE MUST BE SIGNED, NOTARIZED AND INCLUDED IN YOUR RESPONSE.

UNSIGNED RESPONSES WILL NOT BE CONSIDERED

VENDOR STATEMENT OF QUALIFICATIONS

Please provide written responses to the following questions. If the answer to any of the questions is “Yes”, Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

*If additional space is needed for any question, please attach to this document.

1. Has Vendor been declared in default of any contract? Yes No

2. Has Vendor forfeited any payment of performance bond issued by a surety company on any contract? Yes No

3. Has an uncompleted contract been assigned by Vendor’s surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations there under? Yes No

4. Within the past three (3) years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes? Yes No

5. Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm’s financial position or future viability? Yes No

6. Is Vendor currently involved in any state of a fact-finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer? Yes No

7. License Sanctions: List any regulatory or license agency sanctions. PA Cyber may perform a background check on any respondent with all state and regulatory agencies.

Authorized Representative’s Signature

Company Name