

**Mahopac Central School District  
179 East Lake Blvd.  
Mahopac, New York 10541**

**REQUEST FOR PROPOSAL  
INFORMATIONAL TECHNOLOGY AND INFRASTRUCTURE SERVICES**

**PROPOSAL DUE DATE: May 15, 2018 10:00 A.M.**

**NOTICE OF REQUEST FOR PROPOSALS**

The MAHOPAC CENTRAL SCHOOL DISTRICT (“DISTRICT”), Mahopac, New York is seeking sealed Proposals from qualified firms or individuals to provide the above referenced service(s) to the District. The District seeks to purchase excellent affordable quality service(s).

A formal Request for Proposals (“RFP”) will be available in the Pupil Personnel and Educational Services Department of the Mahopac Central School District, 179 East Lake Blvd., Mahopac, NY 10541. No Proposal shall be considered unless the organization making the Proposal has first obtained a copy of the RFP. Specific requirements are provided in the RFP.

The Proposer’s qualifications, cost, and compliance with the requirements of the District will be used during the evaluation of the Proposer selection.

The response to this Request for Proposal must be received no later than 10:00 A.M. (EST), May 15, 2018, in the Pupil Personnel and Educational Services Department of the Mahopac Central School District.

The District reserves the right to reject any or all Proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional Proposals.

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**SECTION I: INTRODUCTION**

The Mahopac Central School District (“the District”) hereby solicits sealed competitive proposals from proposers to provide Informational Technology and Infrastructure services to the District.

It is the purpose of this Request for Proposal (RFP) to select a Proposer or group of Proposers to provide the service(s) that will best satisfy the current and future requirements of the District.

This RFP does not commit the District to pay any costs incurred in the preparation of Proposals. Further, the District reserves the right to accept or reject any or all Proposals or any part of a Proposal, if it is in its best interest to do so.

Any factual information contained in this RFP is for informational purposes only, and is subject to independent verification by the Proposer.

**SECTION II: SCHEDULE**

The anticipated schedule of key events with regard to this Proposal process is as follows:

<b>RFP Issued</b>	<b>April 9, 2018</b>
<b>Request(s) for Content Clarification(s) No Later Than</b>	<b>May 1, 2018</b>
<b>RFP Due Date</b>	<b>May 15, 2018 10:00 A.M. (EST)</b>
<b>Anticipated Board Award Date</b>	<b>June 14, 2018</b>
<b>Services to Begin</b>	<b>July 1, 2018</b>
<b>Contract Term</b>	<b>July 1, 2018 thru June 30, 2019</b>

**Note:** The District reserves the right to revise these dates.

### SECTION III: REQUEST FOR PROPOSALS (RFP)

#### A. Request(s) for Content Clarification(s)

If discrepancies or omissions are found by any prospective Proposer or if there is doubt as to the true meaning of any part of this RFP, a written request for a clarification or interpretation shall be submitted to the Pupil Personnel and Educational Services Department in writing, or fax (845) 628-0644 before the date indicated in Section II. Answers will be sent to all potential bidders and will be incorporated into this document. **DO NOT ASK ANY VERBAL QUESTIONS OF ANY MAHOPAC PUBLIC SCHOOL EMPLOYEE OR REPRESENTATIVE.** We also ask for a follow up phone call (845) 628-3415 ext. 10710 to ensure any questions are received.

#### B. Addenda

Any interpretation, corrections and changes to this RFP and requirements or extensions to the submittal date will be made in writing by Addenda. Sole issuing authority of Addenda shall be vested in the Pupil Personnel and Educational Services Department as entrusted by the Board. Addenda will be mailed, faxed or delivered to all that are known to have received a copy of the RFP. Proposers shall acknowledge receipt of all addenda (including answers to “Request(s) for Content Clarification” above) in Exhibit A-3 of this document. Any Addenda so issued are to be considered a part of this RFP document.

#### C. Proposal Due Date

The Proposer is requested to submit only pages 17 through 23, and other documents in the manner specified in the RFP along with their submittal. The Proposal must be signed by a person authorized to legally bind the entity submitting the Proposal, enclosed in a sealed envelope or package clearly marked on the exterior with “RFP Informational Technology and Infrastructure Services.” **DUE DATE:** May 15, 2018 and **TIME:** 10:00 A.M. (EST), and be received by mail or hand delivered to the Business Department no later than the time and date indicated in SECTION II, at the address shown below. Proposals shall be publicly acknowledged as received at such time. All Proposals will be dated and time recorded with the official time by the Pupil Personnel and Educational Services Department upon receipt. Any Proposals received after this stipulated time will be returned unopened.

Proposals are to be sent or delivered to:

Steve Lauria  
Purchasing Agent  
Mahopac Central School District  
179 East Lake Blvd.  
Mahopac, NY 10541

#### D. Damaged/Illegible Proposals

The District is not responsible for any Proposal or portion of a Proposal submittal that has been damaged or destroyed while in transit to the District. Proposers should take the necessary precautions to insure that their submittal is received intact. Illegible Proposals, diskettes or documents received will be considered void and unacceptable.

**E. Late Proposals**

Proposals received in the Pupil Personnel and Educational Department after the submittal deadline shall be returned unopened and will be considered void and unacceptable. The District is not responsible for lateness of mail, carrier, etc. and the date/time stamp in the District Office shall be the official time of receipt.

**F. Altering Proposals**

Proposals cannot be altered or amended after submittal deadline. Any interlineations, alteration or erasure made before opening time must be initialed by the signer of the Proposal, guaranteeing authenticity.

**G. Withdrawal of Proposal**

A Proposal may not be withdrawn or canceled by the Proposer without justifiable cause following the date designated for the due date of Proposals and Proposer so agrees upon submittal of their Proposal.

**H. Exclusion**

No oral, telegraphic, telephonic or facsimile Proposals will be considered.

**I. No Submittal**

Should the Proposer not wish to submit at this time but wishes to remain on the list for future Proposals, please submit a "NO SUBMITTAL" by the same time and at the same location as stated for acknowledgment. If response is not received in the form of a "PROPOSAL" or "NO SUBMITTAL" for three (3) consecutive RFP's, the Proposer shall be removed from service list. The Proposer is requested to return the Proposal Recap Sheet (Exhibit A-4) and so indicate in the designated area that they have chosen to "NO SUBMITTAL" the contract.

Proposers desiring a copy of the Proposal Acknowledgement Sheet may call the Mahopac Central School District Office at (845) 628-3415 Ext. 10404 to obtain detailed information on requesting a tabulation. Proposal Acknowledgements WILL NOT BE GIVEN BY TELEPHONE.

## SECTION IV: PROPOSAL EVALUATION

### A. Evaluation Criteria

Evaluation criteria have been established to assist the District in determining which Proposer will provide the best-suited, quality service(s), which most nearly satisfies the requirements of the District. The criteria listed below are not of equal value or decision weights. The District will select the lowest responsible Proposal or group of Proposals into consideration using the following criteria as to the Proposer's responsibility. Evaluation shall include, but not be limited to the following:

1. Cost of service.
2. Proposed Service information.
3. Services offered are in compliance with the scope of services.
4. Proposers experience and performance in providing services(s) to other similar schools or customers.
5. Proposers submittal of required documents.
6. Other criteria as reasonably determined by the District.

### B. Evaluation of Proposals

1. A Review Panel will evaluate each Proposal submitted.
2. During the RFP evaluation period all communication shall be directed to the Technology Office.
3. Each Proposal will be evaluated according to the following process to determine if it meets the evaluation criteria outlined in this RFP.
  - a. First will be to determine whether the proposal conforms to the minimum criteria for consideration. Proposal packages failing to submit the necessary documentation shall be rejected without further evaluation and the Proposer will be so informed in writing.
  - b. All proposals not rejected will be evaluated according to the criteria listed in this section to determine finalists. Proposers not selected as finalists will be rejected from future evaluation and will be informed in writing.
  - c. Finalists shall then be evaluated on the evaluation criteria requested as part of this RFP.
  - d. Finalists may be required to make an oral presentation to the Review Panel and or the Board. The presentation will be to explain the various aspects of the proposal and to respond to questions that might arise before and /or during the evaluation.
  - e. A final proposal rating will be given to the Proposer whose proposal, in the sole discretion of the Review Panel; best meets the established criteria and the overall requirements of the Board. If, for any reason, a contract cannot be awarded, final negotiation will take place with the next best Proposer.

**C. Disqualification of a Proposer & Rejection of a Proposal**

**Any one or more of the following, among others, may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:**

- 1. Evidence of collusion among Proposers.**
- 2. Failure to satisfy the Submittal requirements of the RFP.**
- 3. Lack of responsibility as shown by past work, reference or other factors.**
- 4. Default or termination of other contracts or agreements.**
- 5. Illegible or vague Proposals.**
- 6. Other causes as deemed appropriate at the Board's sole and absolute discretion.**

**D. Rights to Accept or Reject**

**It is understood that the District reserves the right to accept or reject any and all Proposals for any/or all services covered in this RFP and to waive irregularities or technical deficiencies if it is the District's judgment that the proposal still best meets the District's requirements.**

**E. Final Selection**

**The final selection will be made on the basis of the District's determination of the respondent's overall ability to provide and manage the services for the District.**



## **SECTION V: RFP SUBMITTAL REQUIREMENTS**

### **A. Confidential Information**

The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, Proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the PROPOSAL that contain such information by properly marking the top of the applicable pages as "CONFIDENTIAL" and inserting the following statement in the front of its Proposal:

The information or data on page(s) \_\_\_\_\_ of this Proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical or other information which constitute trade secrets or such, if publicly disclosed, would result in substantial injury to our competitive position. We request that the District use such information only for the evaluation of this PROPOSAL but we understand that the District must comply with the provisions of the New York State Freedom Of Information Law (FOIL) and that public disclosure of the information contained in this Proposal whether or not marked as "CONFIDENTIAL", and to make no claim for any damages as a result of any such disclosure by the District pursuant to FOIL.

In the event the District receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the Proposer has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the District in making its determination as to whether disclosure is required under the law.

### **B. Minimum Qualifications**

The District desires that all Proposers possess certain references to ensure high quality product(s) and service(s) for the District. Therefore, Proposers must meet the following minimum requirements to be considered:

- 1. Proposer must have successfully provided service(s) of a similar type and to have a minimum experience of at least three (3) years, not limited to a school district, prior to the submission of the Proposal.**
- 2. Proposer must be otherwise qualified and eligible to receive an award.**

**C. Submittal Format**

Proposers are encouraged to submit sufficient information that is pertinent and would assist the District in making its decision in the award of services. Proposer shall provide with the Proposal submittal, all documents required by this Request For Proposals (RFP). Failure to provide this information may result in rejection of the Proposal. In order to aid the evaluation process, the Proposers submittal shall be marked with the proper designation below and submitted in the following format;

1. **Cover Letter: (Limit 1 Page)** Cover letter to identify proposer, the Proposer's business organization, and the personnel the District should contact concerning the proposal including names, addresses and telephone numbers.
2. **Executive Summary: (Limit 2 Pages)** Executive summary of import features of the Proposal, including a statement of minimum qualifications that should be highlighted for the review by the District.
3. **Experience: (Limit 3 Pages)** Set forth the specific experience the proposer has had with providing similar service. Identify locations and for each location describe the service, length of time service provided and the name, address and telephone number of individual references.
4. **Proposed Services:**

**INFORMATIONAL TECHNOLOGY AND INFRASTRUCTURE SERVICES**

- **Network Design/Management**
- **Server Specification/Setup/Management**
- **District Information Systems Setup/Management/Customization**
- **Website Design/Management**
- **Planning/Visioning**
- **Budget Creation/Management**
- **Google Apps Implementation/Support/Management**
- **1:1 Mobile Device Program Design/Management**
- **VOIP & Wireless Phone System Design/Acquisition/Management**

5. **Required Documents:**

**Pages 17 through 23 of this RFP document.**

**D. Other Requirements**

1. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**
2. **ALL PROPOSALS MUST BE RECEIVED BY THE PURCHASING AGENT BEFORE OPENING DATE AND TIME.**
3. **All proposals must be SEALED.**
4. **Signatures**

**Proposals must be signed in ink by an authorized officer, of the company. Facsimile, printed, or typewritten signatures are not acceptable.**

**5. Duplicate Proposals**

**The District will reject a company's Proposal if more than one Proposal is received from that company.**

**SECTION VI: GENERAL TERMS AND CONDITIONS**

**A. Contract/Agreement**

The successful Proposer's submittal, when properly accepted by the District either by formal letter of acceptance or Purchase Order, shall legally constitute acceptance and therefore, be subject to all the terms and conditions of the Proposal documents. Successful Proposer may also be required to sign a form of contract that includes the terms of this proposal, as well as the final terms and conditions that resulted in any negotiation between the District and the proposer.

**B. Purchase Order**

The MAHOPAC CENTRAL SCHOOL DISTRICT shall generate a purchase order(s) to the successful Proposer. The successful Proposer shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the District.

**C. Contract Administrator**

The District will designate the Assistant Superintendent for Pupil Personnel and Educational Services as the contract administrator. The Assistant Superintendent for Pupil Personnel and Educational Services has the designated responsibility to ensure compliance with all the Contractual Term and Conditions, including, but not limited to, the inspection and acceptance of the service(s) provided. The Assistant Superintendent for Pupil Personnel and Educational Services will serve as liaison between the District and the successful Proposer.

**D. Payments:**

1. The District will make payment only after receipt and acceptance by the District of the services(s) ordered.
2. Vendor invoices shall show the purchase order number and shall be mailed to: Mahopac Central School District, 179 East Lake Blvd., Mahopac New York 10541. ATTN: Assistant Superintendent for Pupil Personnel and Educational Services.
3. Payments of any claim shall not preclude the District from making claim for adjustment of any service(s) found not to have been in accordance with specifications.
4. The Mahopac Central School District is exempt (Tax-Exempt # 146001297) from federal, state, or municipal sales/excise taxes therefore Proposal shall not include any such tax.
5. If during the term of the Agreement/Contract, the successful Proposer's fees to other customers under the same terms and conditions for services(s) awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of that reduction shall be extended to the District.

**E. Other Terms and Conditions:**

**1. Conflict Of Interest**

No public official from the State of New York, Putnam County, or any local governmental unit located within the County of Putnam shall have interest in the Agreement.

**2. Venue**

The Proposer and the District explicitly agrees that this RFP will be governed and construed according to the laws of the State of New York and the parties further agree that the Supreme Court, State of New York, County of Putnam, the United States District Court, of New York, Westchester/Putnam County, shall be the forum for any actions brought under this RFP.

**3. Silence of Requirements**

The apparent silence of these Terms and Conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.

**4. Advertising**

The successful Proposer shall not advertise or publish as a form of an endorsement, the fact that the District has entered into a contract, without the District's prior written approval except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

**5. Interference**

There shall be no interference with the District's operations in the performance of the service(s) rendered under this contract.

**6. Termination Rights by the District**

The District may terminate the contract for cause upon thirty (30) day's written notice, should the successful Proposer be in default of the contract.

**7. Representations**

No information derived from inspection of District's records or reports of investigation concerning the Agreement will in any way relieve the successful Proposer from its responsibility or from properly performing its obligations under the contract. The District may have provided information as a convenience to the Proposer and did so without any warranty whatsoever by the District. The successful Proposer makes its own conclusions and interpretations from the data supplied by the District and from information available from other sources.

**8. Cumulative Rights**

The rights and remedies provided by this Agreement is cumulative and the use of one right or remedy by a party shall not preclude or waiver the right to use any or all of the remedies.

**9. Indemnification**

The successful Proposer shall indemnify and save The Board of Education and the Mahopac Central School District and all District employees/representatives harmless from and against all claims, demands, losses, costs, damages, suits, actions and proceedings by

whomsoever made, brought or prosecuted and in any manner based upon arising out or, related to, occasioned by or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right by the articles, methods, processes or act employed by, or plans, drawings, specifications another written data provided by, the successful Proposer or its employees in concern with providing services(s) hereunder (including, without limitations, legal expenses on a solicitor and client basis).

The provisions of this Section shall survive the expiration or sooner termination of this Agreement.

**10. Default**

If the successful Proposer is in default, the District may, in its discretion, do all things necessary to effect compliance with the laws, regulation, by laws, directives, rules and conventions referred to therein, and the successful Proposer shall, on demand by the District, reimburse the District for all costs incurred by the District for that purpose.

**11. Remedies**

The successful Proposer and the District agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

**12. Ethics**

The Proposer shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official or agent of the District. **Any contact by a Proposer during the bid process, with District employees, Board members, other than with the Technology Services/Business Department, shall be grounds for disqualification.**

**13. Compliance**

All service must comply with all federal, state, county and local laws concerning this type of service and the fulfillment of all ADA (American with Disabilities Act) requirements.

**14. Drug/Smoke Free**

Mahopac Central School District maintains a drug and smoke free work place. Use, possession or under the influence of drugs and / or alcohol or smoking while in performance of the Agreement is strictly prohibited.

**15. Non Discrimination Requirements**

In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, non-discrimination provisions, the Proposer agrees that neither it nor its subcontractors shall discriminate for reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Agreement.

The Mahopac Central School District does not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-

discrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.

**16. Termination for Default/Non-Performance:**

The District reserves the right to terminate the contract immediately in the event the successful Proposer fails to: 1) meet and complete schedules; 2) otherwise perform in accordance with the scope of services. Breach of contract or default authorizes the District to award to the next lowest Proposer or purchase services elsewhere and charge the full increase in cost to the defaulting Proposer.

**17. Approximate Service Usage:**

Estimated service usage is given. Approximate usage does not constitute a request, but only implies the probable services the District will require. Services will be utilized on an as-needed basis and it is understood that the estimated usage may be increased, decreased or omitted without any way invalidating Proposal fees.

**18. Executory Clause:**

This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the contract.

**F. Right to Purchase:**

The District reserves the right to reject the Proposal in part or its entirety and purchase services from state or county contracts should it be deemed in the best interest of the District.

**G. Contract Term:**

The term of the contract shall be in effect from July 1, 2018 continuing through June 30, 2019, unless earlier terminated as set forth in these specifications. The School District reserves the right to renew this agreement annually, for a period not to exceed three (3) additional one-year periods at a price not to exceed the March 2019 consumer price index (CPI) and subsequent CPI the years following, if extended.

## **SECTION VII: SCOPE OF SERVICES**

1. A separate consultant agreement will be initiated for each service below. Scope of services shall include but may not be limited to the following Services.

### **INFORMATIONAL TECHNOLOGY AND INFRASTRUCTURE SERVICES**

- **Network Design/Management**
- **Server Specification/Setup/Management**
- **District Information Systems Setup/Management/Customization**
- **Website Design/Management**
- **Planning/Visioning**
- **Budget Creation/Management**
- **Google Apps Implementation/Support/Management**
- **1:1 Mobile Device Program Design/Management**
- **VOIP & Wireless Phone System Design/Acquisition/Management**

2. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check. Successful candidate(s) is responsible for all fees incurred regarding the aforementioned requirement.



**EXHIBIT A      REQUIRED DOCUMENTS**

**PROPOSERS NAME:** \_\_\_\_\_

- A-1            Proposal Acknowledgment Form**
- A-2            Non-Collusion Affidavit**
- A-3            Addenda Acknowledgement**
- A-4            RFP Recap Sheet**
- A-5            Pricing**

**Please note that only pages 17-23 of this document should be returned with the Proposer's submittal. Pages 1-16 are to be kept by the Proposer for their records.**

The Proposer acknowledges that he/she has carefully read the RFP and understands the specifications requested.

The Proposer also acknowledges that this proposal is based on the written RFP document, any addenda listed in the addenda acknowledgment and not on any verbal communication or clarification from the District.

The Proposer further acknowledges that should this Proposal be accepted by the District, such action shall constitute a legally binding agreement and therefore, subject to all the terms and conditions of the bid documents.

Proposer further acknowledges that he/she will contract with the Mahopac Central School District using a Purchase Order and comply with the requirements of the RFP and the Purchase Order terms and conditions.

Company Name of Proposer: \_\_\_\_\_

Business Address of Proposer: \_\_\_\_\_  
\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business is a legally listed as:

- Sole Proprietorship
- Partnership
- Corporation

Authorized Agent: \_\_\_\_\_  
(Printed)

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized officer:** Proposer's submittal containing statements, letters, etc., shall be signed in the Proposal by a duly authorized officer of the company whose signature is binding on the Proposer.

The undersigned offers and agrees to provide all of the services(s) awarded to them upon which qualifications are stated in the accompanying Proposal. The period of evaluation and award of the contract by the Board, shall be up to forty-five (45) calendar days, from the date of the Proposal acknowledgement, unless otherwise indicated by Proposer.

I, \_\_\_\_\_ am a duly authorized officer of/agent for \_\_\_\_\_ and have been duly authorized to execute the foregoing on behalf of the said.

I hereby certify that the foregoing offer has not been prepared in collusion with any other Proposer or other person or persons engaged in the same line of business prior to the official opening of this Proposal. Further, I certify that the Proposer is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies and in the case of a joint Proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The fees in this Proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such fees with any other Proposer or with any competitor;
- B. Unless otherwise required by law, the fees which have been offered in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the opening, directly or indirectly to any other Proposer or to any competitor; and,
- C. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

**Company Name of Proposer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Authorized Agent:**

**Name:** \_\_\_\_\_  
**(Printed)**

**Title:** \_\_\_\_\_  
**(Printed)**

**By:** \_\_\_\_\_  
**Signature**

**EXHIBIT A-3**

**ADDENDA ACKNOWLEDGEMENT**

The Proposer acknowledges the receipt of all addenda listed below as issued by the Business Department. Addenda 1.0 has been issued with this RFP and is part of this document. Please list any additional addenda and sign below.

The Proposer further acknowledges the inclusion of said addenda to the original Proposal documents and therefore binding in the agreement of the Proposer with the District.

<u>Addenda Number</u>	<u>Date Received</u>	<u>Authorized Signature</u>
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**EXHIBIT A-4**

**RFP RECAP SHEET**

**RFP FOR:** \_\_\_\_\_  
*Indicate Service*

**PROPOSAL DUE DATE: May 15, 2018 @ 10:00 A.M. (EST)**

**PROPOSER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**“NO-SUBMITTAL”**

- PLEASE CHECK HERE IF PROPOSER WISHES TO “NOT SUBMIT”**

**\*NOTE: Bidders may quote services for Informational Technology and Infrastructure Services, separately or together. Space is provided for pricing each service as by an hourly rate, per daily rate, or an hourly rate for the entire contract. The District reserves the right to award service for Informational Technology and Infrastructure Services to the same vendor or award to separate vendors as deemed in the best interest of the District.**

**\*\*\*PLEASE PROVIDE BEST AND FINAL PRICING\*\*\***

\_\_\_\_\_: For the 2018-2019 school year  
*Indicate Service*

\$ \_\_\_\_\_ Daily rate

\$ \_\_\_\_\_ Hourly rate