REQUEST FOR PROPOSAL
FOR
SUPERINTENDENT SEARCH CONSULTANT
July 2020

Board of Education
Nyack Union Free School District
13A Dickinson Avenue
Nyack, NY 10960

PROPOSALS WILL BE OPENED PUBLICLY:

DATE: AUGUST 6, 2020
TIME: 10:00 AM
PLACE: Nyack Union Free School District
13A Dickinson Avenue
Nyack, NY 10960
Request for Proposal for Superintendent Search Consultant

This Request for Proposal is for the purpose of selecting a qualified and experienced firm to provide Search Consultant Services for the position of Superintendent of Schools of the Nyack Union Free School District, commonly referred to as the Nyack Public Schools. Sealed proposals are due in the District Office not later than AUGUST 6, 2020 at 10:00 AM. Proposals received after the stated date/time will be returned to the sender, unopened. Proposals must be submitted in a sealed opaque envelope clearly marked on the outside “REQUEST FOR PROPOSAL FOR SUPERINTENDENT SEARCH CONSULTANT.” Proposals are to be sent to the attention of Linda DeCicco, District Clerk, Nyack Union Free School District, 13A Dickinson Avenue, Nyack, NY 10960.

The District is not responsible for proposals opened prior to the time and date of the opening if the identifying information does not appear on the envelope.

A formal Request for Proposals (“RFP”) will be available Friday, July 17, 2020, on the Nyack Public Schools District website: www.nyackschools.org under the link for Departments - Business - Bids/RFP. 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. For questions or assistance, please email Linda DeCicco at ldecicco@nyackschools.org.

Proposals will be opened on the stated date, but will not be read aloud. There will be no discussion at the time of the opening of the Proposals. The names of those submitting Proposals shall be available following the opening upon request to the District Clerk. In the event that the District is closed due to unforeseen circumstances on the date and time the Proposals are to be opened, the Proposal(s) will be opened at the same time on the next day that the District is open. Each firm/individual submitting a proposal assumes the risk of any delay in the mail or delivery service, or in the handling of the mail by the postal service, delivery service and/or employees of the District.

In light of the COVID-19 pandemic, in person attendance will not be permitted. The opening of the Proposals will be made available to the public through a live Zoom videoconference. To connect to the videoconference by internet and/or telephone, please click the link below to join the webinar: https://zoom.us/j/91259343038
Or iPhone one-tap:
    US: +16465588656,,91259343038#
    or +13017158592,,91259343038#
Or Telephone: Dial (for higher quality, dial a number based on your current location):
    US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782
    Webinar ID: 912 5934 3038
International numbers available: https://zoom.us/u/ab0uVBBBnm

Anyone having difficulty connecting to the video conference should contact Marie Prats at 845-353-7033 for assistance.

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.

**General Information About Nyack Public Schools:**

**LOCATION:** The Nyack Union Free School District (“District”) serves a primarily residential community in Rockland County, New York. The District’s approximately 23,000 residents live in the following three (3) villages and three (3) hamlets: Central Nyack, Nyack, South Nyack, Upper Grandview, Upper Nyack and Valley Cottage. Situated twenty (20) miles north of mid-Manhattan, just over the Governor Mario M. Cuomo Bridge, the District encompasses eight (8) square miles that embody the best of the old and the new. Located along the banks of the Hudson River, the District is distinguished by restaurants of every imaginable cuisine, a dynamic community of artists, activists and entrepreneurs, picturesque parklands, historic sites ranging from a stop on the Underground Railroad to Edward Hopper’s longtime home—now a museum—to a major hospital, a variety of housing options and easy access to major transportation modes leading to a host of academic and cultural resources.

**COMMUNITY:** Nyack's rich blend of races, cultures, religions and socio-economic groups form a population mix that is both a genuine source of pride and valuable educational resource. The district’s demographics mirror those of New York State, which presents both challenges and opportunities. The community's participation is solicited through task forces, planning committees, cultural activities, and more. Interaction between the District and the community is a priority, drawing all together in a partnership aimed at shaping a dynamic future for both students and residents.

**DISTRICT MISSION STATEMENT:** We, the students, parents, community and staff of the Nyack School District VALUE: the pursuit of scholastic excellence; the richness of our diverse community; harmonious relationships among individuals and groups; partnerships among students, staff, parents, and community; respect for self, and others; responsible ethical behavior that engenders trust; individuals who think critically and creatively; ongoing involvement in local and global issues; development of essential skills and attitudes for a productive life; a safe and nurturing environment.

To embody these values, we ENVISION: A community, proud of its traditions, that uses the richness of its diversity to meet the needs of all students and prepare them for a rapidly changing world. In a spirit of collaboration, we provide an environment that fosters scholastic excellence, cultural appreciation, and ethical behavior. Nyack is a community of lifelong learners, encouraging new ideas to shape a positive future.
**DISTRICT EQUITY PLAN MISSION STATEMENT:** The mission of the Nyack Public Schools is to provide each student with programs of excellence that instill a passion for learning while preparing them for the challenges of an increasingly complex world. The Nyack Public Schools will enhance each student’s self-esteem, help them discover and maximize their individual potential, and guide each to dignify, appreciate, respect, and accept human diversity.

**DISTRICT RACIAL EQUITY VISION:** The District’s equity goal is to create a District-wide and building-based climate and culture that demands and supports systemic equity and improved student achievement for each student while narrowing the predictable racial achievement gap. Our Racial Equity Plan can be found here, with media coverage of our efforts here. Forty percent (40%) of all staff and one hundred percent (100%) of the Board of Education have attended the Undoing Racism Workshop with The People’s Institute for Survival and Beyond and many attend regular Courageous Conversations as part of the work by the District’s building-level Equity Teams.

In addition, the District has created and filled the position of Director of Equity, Inclusion and Innovation, taking a systemic step to deal with widely recognized systemic problems.

**STUDENT DEMOGRAPHICS:**
- White: 43%
- Black: 18%
- LatinX/Hispanic: 26%
- Asian: 6%
- Multiracial: 5%
- Native American/Alaskan Native: 1%
- Hawaiian/Pacific Islander: 1%

**THE SCHOOL DISTRICT:** The Board of Education consists of seven members, elected at large, serving a term of three years. The District comprises five schools and has a total enrollment of 2,931, including approximately 78 students in out-of-district placements. The District has a General Fund Budget of $90,684,000 for the 2020-2021 school year and receives approximately $2,800,000 in other Federal and State funding. The District has approximately 490 employees consisting of 300 - full and part-time instructional staff (includes teachers, psychologists, social workers and nurses); 104 full- and part-time teaching assistants, monitors, health-aides; 33 full- and part-time clerical and secretarial staff; 2 custodial personnel; 19 security aides; 14 support staff (includes our management confidential clerical support, District Clerk, Community Outreach & Public Relations Specialist, District Treasurer, technology personnel, maintenance mechanic, family resource center staff, athletic trainer, etc.); 8 building level administrators and 9 central office administrators (Superintendent of Schools, Assistant Superintendent for Curriculum & Instruction/Personnel, School Business Executive, Director of Bilingual Education, Director of PPS and Special Education, Director of Guidance, Director of Technology and Innovation, Director of Equity, Innovation and Inclusion, Director of Physical Education/Health/Wellness/Athletics). The District
outsources the food service program, student transportation, landscaping and grounds maintenance, and custodial/cleaning services. The District has 6 labor unions.

**ACHIEVEMENT HIGHLIGHTS:** During the 2018-2019 academic school year, students achieved the following noteworthy achievements:

- 96% of Class of 2019 enrolled in post-secondary education
- 80% of NHS AP students received a scoring of 3-5 in AP exams
- 2019 National Merit Scholarship Achievements: 5 Commended Students; 2 National Merit Finalists
- 17 Athletic Teams NYS Scholar/Athlete Team Awards (team members had combined academic averages of over 90%)
- 123 Advanced Placement Scholars (students among the top 18% of the test takers)
- 2019 National Hispanic Recognition Program Recipient (PSAT scores in the top 2.5% of all Hispanic takers)
- Top 300 Scholar for Annual Regeneron Talent Research Competition, 2019

**NOTEWORTHY PROGRAMS & INITIATIVES:** Nyack Public Schools boasts a number of special programs designed to boost educational outcomes and prepare every student for success, including:

- 19 Advanced Placement Courses; a national award-winning High School Literary & Art Magazine; a vibrant Music and Arts program; the NYS Seal of Biliteracy for 15 students in pilot year; 33 Classes for College Level Dual Enrollment Program, in collaboration with State University of New York at Albany, Rockland Community College and St. Thomas Aquinas College; Race Relations course at Nyack High School; Project Lead-the-Way, a STEM (Science, Technology, Engineering, and Math) initiative comprising courses in Engineering, Biomedical Sciences and more; AVID (Advancement Via Individual Determination) courses.

**SUPPLEMENTAL INFORMATION AVAILABLE TO SEARCH FIRM:**

- 2020 District Report Card
- Nyack Public Schools’ Racial Equity Plan
- District Statement Against Racism and in Solidarity
- Guide to Remote Learning (as of May 2020)
- Guidance Department / Counseling Page
- 2016 Community Priorities Survey
- Village of Nyack Official Website
- Visit Nyack
- Rockland County Official Website
REQUEST FOR PROPOSALS

1. The Proposals are to be submitted in a sealed opaque envelope clearly marked on the outside “REQUEST FOR PROPOSAL FOR SUPERINTENDENT SEARCH CONSULTANT.” An original and one (1) copy of submitted Proposals should be enclosed. Proposals are to be sent to Linda DeCicco, District Clerk, Nyack Union Free School District, 13A Dickinson Avenue, Nyack, NY 10960.

2. All Proposals shall be irrevocable for a period of at least sixty (60) days from the date of the submission deadline.

3. The Board of Education reserves the right to accept or reject any quotations or parts thereof, which, in their judgment, best serves the interest of the District.

4. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred preparing Proposals in response to this Request.

5. The Board of Education will evaluate the Proposals submitted pursuant to this Request. When evaluating Proposals received, the Board of Education will consider, at a minimum, the following factors: the suitability of the firm/individual for the District’s needs; the special knowledge or expertise of the firm/individual; the credentials and applicable certifications of the firm/individual; the quality of the service provided by the firm/individual; cost; and the staffing available from the firm or the time available from the individual.

6. The Board of Education reserves the right to reject any or all Proposals that it considers not to be in the best interest of the District. This Request for Proposal does not commit the Board of Education to award a contract for any of the services sought. The Board of Education also reserves the right to request clarifications or corrections to Proposals received, to waive what it deems informalities, technical defects, irregularities and/or omissions relating to a specific Proposal received, to invite new Proposals, to cancel this Request for Proposal in part or in its entirety, to accept the whole or part of a Proposal, to request additional information from any Proposer and/or to negotiate any portion of the Proposals received, as deemed to be in the best interest of the District. At the discretion of the Board of Education, firms/individuals submitting Proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District.
7. The District reserves the right to retain all Proposals submitted and to use any ideas in a Proposal regardless of whether that Proposal is selected. Submission of a Proposal indicates acceptance by the firm/individual of the conditions contained in this Request, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the District and the firm/individual selected.

8. Proposals should detail the firm’s/individual’s experience with conducting multi-phased national searches for candidates for the public school position of Superintendent of Schools, including information on specific individual(s) to be assigned to work with the District. A professional biography of the primary consultant to be assigned to handle the Superintendent search for the District must be included with the Proposal.

9. Each Proposal submitted must include a list of current/recent public school district clients of a similar size and nature to the District. The list should include contact names, addresses and telephone numbers for each such public school district client.

10. It is anticipated the selection of a firm/individual will be completed by August 18, 2020. Following the notification of the selected firm/individual, a contract will be negotiated between the parties and an award of the negotiated contract will be made by the Board of Education.

I. TIMELINE

The search will open and close according to a schedule to be determined by the Board of Education. Initial screening and interviews will be conducted by the Consultants, who then will present a select slate of candidates on a date agreeable to the Board of Education. The number of candidates to be slated will be determined by the Board of Education.

II. NATURE OF SERVICES

Services shall include, but not limited to the following:

- A national search for candidates, using a variety of recruitment techniques, who have a demonstrated record of looking at education through an equity lens, including, but not limited to:
  - Working with intention to examine systemic barriers that disadvantage students of color; develop goals and policies with a strong equity lens, and identify and dismantle the policies that support existing disparities.
  - Working to foster an equitable school community inclusive of diversity in race, ethnicity, language, sexual orientation, gender expression, socioeconomic status and more.
  - Guiding and instructing all staff and administration to improve culturally responsive curricula, instructional practices and assessments to serve our diverse students and families.
- Innovating educational platforms and supporting faculty and staff to accommodate distance and/or virtual learning.
- Having an understanding of the educational needs of ELL (English Language Learners) students, including an awareness of out-of-the-classroom dynamics affecting some of these students.

- Meetings and conferences with the Board of Education to discuss typical search process/procedures and modification to meet the unique needs of the District, including the Board’s determination of the role of staff members and constituents in the search, the search calendar and the range of compensation to be offered to the new Superintendent.
- Translate the District’s vision and equity goals into the criteria to be used in the search for a Superintendent. An understanding of looking at education through an equity lens will be a key component of consideration of any candidate for Superintendent.
- Assist the Board of Education in developing preliminary and final selection criteria based on the needs of the District.
- Work with focus groups representing cross-sections of our community such as teachers, parents, community advocates, PTA leadership, etc.
- Based on the vision, prepare advertising materials and brochures as well as a position prospectus to be mailed to prospective candidates and others, as appropriate.
- Formulate and execute a communication plan to keep the Board of Education abreast of the search progress and to make sure the Consultant is aware of questions or problems which may arise.
- Review of all application materials and identification of candidates for further consideration, including preliminary reference checks for the most promising applicants.
- Hold a seminar for the Board of Education designed to prepare it for candidate interviews.
- Facilitate a site visit by the most promising one, two or three candidates, and a Board visit to the community of the preferred candidate.
- Provide technical assistance to the Board of Education in the selection of semi-finalists and finalists.
- Vet candidates and conduct an independent background check of the final candidate, which shall consist of the individual’s court related activities to include any criminal, domestic, driving and financial matters, and a media search of articles relevant to the candidate.
- Support media relations, in concert with Board President, with assistance from others as appropriate, at each stage of the search.
III. FEE STRUCTURE

The Proposal should clearly identify the fee for services from the time of the award until a Superintendent is employed by the District. The Proposal should also provide a listing of the types of out-of-pocket expenses to be reimbursed and a cost estimate of those expenses.

IV. PROHIBITED INVOLVEMENT

The Consultants shall refrain from negotiation and/or determination of the salary, fringe benefits and the contract provisions to be offered to any candidate for the position of Superintendent of Schools and shall indicate to candidates that the Board of Education retains the right to agree to final salary, fringe benefits and other contract provisions.

All Proposals submitted must be clearly marked “REQUEST FOR PROPOSAL FOR SUPERINTENDENT SEARCH CONSULTANT” and sent to:

Linda DeCicco, District Clerk
Nyack Union Free School District
13A Dickinson Avenue
Nyack, NY 10960

Date and time proposal must be received: AUGUST 6, 2020 at 10:00 AM

NAME OF
FIRM/INDIVIDUAL: ________________________________
ADDRESS: ______________________________________

CONTACT PERSON: ________________________________
TELEPHONE #: ________________________________
Fax #: ________________________________

AUTHORIZED
SIGNATURE: ________________________________
TITLE: ________________________________
The following documents must be included in your proposal:

The District requires the following insurance coverage. Proof of Insurance/Certificates of Insurance must be submitted with the proposal.

INSURANCE AGREEMENT – Professional Consultants

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant’s insurance policies, with the exception of workers’ compensation, N.Y. State Disability insurance.

II. The policy naming the district as an additional insured shall:
   • Be an insurance policy from an A.M. Best A-rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District.
   • State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
   • Additional Insured status must be provided to the District by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. A completed copy of the endorsement must be attached to the Certificate of Insurance.

III. Certificates of Insurance
   • The certificate of insurance must describe the specific services provided (e.g., accounting, architectural, Public Relations, Construction Manager, etc.) covered by the liability policies. Such policies must also provide coverage for claims of negligent hiring, training, and supervision and which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct; sub-limits below policy limits for such coverage are acceptable solely at the discretion of the District.
   • A copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms shall be provided to the District upon request.

IV. The professional consultant agrees to indemnify the district for any applicable deductibles and self-insured retentions.

V. Minimum Required Insurance: Insurance coverage as indicated must be obtained and kept in force:
   a. Commercial General Liability Insurance
      $1,000,000 per occurrence/ $2,000,000 Aggregate
      The general aggregate shall apply on a per-project basis where applicable.
   b. Automobile Liability
      $1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
   c. Workers' Compensation, Employers Liability
      Statutory Workers’ Compensation (C-105.2, U-26.3) and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers’ Compensation Board. ACORD certificates are not acceptable. A person seeking exemption must file a CE-200 Form with the state. This form can be completed and submitted directly to the WC Board online.
d. Professional Errors and Omissions
$2,000,000 per occurrence/$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a ‘claims-made’ basis, the retroactive date must re-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

e. Umbrella/Excess Insurance:
$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow form basis over the required General Liability and Professional Liability coverage.

VI. Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The Professional Consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

VII. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the district’s insurer.

Representative Name (Print): __________________________________________________________

Authorized Signature:
______________________________________________________________________________

Company Name (Print): ____________________________________________________________

Title: __________________________________________________________________________

Email: __________________________________________________________________________

Phone: __________________________________________________________________________

Date: __________________________
**NON-COLLUSIVE FORM**

**BID/RFP PROPOSAL CERTIFICATIONS**

*THIS FORM MUST BE SIGNED AND NOTARIZED- SUBMIT WITH PROPOSAL*

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Firm Name_____________________________________________________________

BusinessAddress________________________________________________________

Telephone Number ______________________ Date of Bid/RFP ________________

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I. **General Bid/RFP Certification**

The bidder/proposer certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Bid.

II. **Non-Collusive Bidding/RFP Certification**

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid/proposal, the bidder/proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids/proposals to political subdivision of the state is mandatory. Every bid/proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding or requests for proposal is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder/proposer and affirmed by such bidder/proposer as true under the penalties of perjury:

Non-collusive bidding/proposer certification

a. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
1. The prices in this bid/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 prices with any other bidder/proposer or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid/proposal have not been knowingly disclosed by the bidder/proposer and will not knowingly be disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and,

3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

b. A bid/proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid/proposal is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid/proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder/proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid/proposal contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder/proposer, and such authorization shall be deemed to include the signing, and submission of the bid/proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.
The bidder/proposer affirms the above statement as true under the penalties of perjury.

Signature of Bidder/Proposer:

_____________________________________________
(Signature of bidder/proposer or authorized representative of a corporation)

Title: ________________________________________

Sworn to before me this _____________ day of ____________, 2020

_________________________________________________________________
Notary Public or Commissioner of Deeds (Authorized Signature)

Commission Expires _____________________
CONFLICT OF INTEREST CERTIFICATION
THIS FORM MUST BE SIGNED AND NOTARIZED-SUBMIT WITH PROPOSAL

Name of Contractor______________________________________________________________

Business Address_______________________________________________________________

Telephone Number__________________________ Date of Bid_________________________

The Contractor above mentioned declares and certifies:

First    That the said Contractor is of lawful age and the only one interested in this bid/proposal, and that no one other than said Contractor has any interest herein.

Second   That this bid/proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a bid/proposal for the same purpose, and is in all respects fair and without collusion or fraud.

Third    That no member of the Board of Education of the Nyack Union Free School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid/proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.

Fourth   That said bidder/proposer has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, of successful in this bid/proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this bid/proposal is made.

Fifth     That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Sixth     The following non-collusive bidding/proposal certification applies to this bid/proposal.

Subscribed and sworn to before me
this _______ day of _______ 2020

(Person, Firm or Corporation)

Notary Public or Commissioner of Deeds (Authorized Signature)

Commission Expires ______________________
NYACK UNION FREE SCHOOL DISTRICT
13A DICKINSON AVENUE
NYACK, NEW YORK 10960
-FORM OF DISCLOSURE-

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

1. Does any Nyack Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Nyack School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)? _____ If yes, set forth below the Nyack School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:
THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: ____________________________________________________________

Signature: ______________________________________________________

Print Name: _____________________________________________________

Title: ___________________________________________________________

Date: ___________________________________________________________
Iran Divestment Act Certification

The Iran Divestment Act Certification below must be executed by the bidder/proposer for the bid/proposal to be considered.

IRAN DIVESTMENT ACT CERTIFICATION

By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the New York State Finance Law.

Entities that cannot make this certification may only be awarded the bid/proposal if:

1. The entity’s investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

2. The District makes a determination, in writing that the goods or services are necessary for the District to perform its functions and that, absent such an exemption, the District would be unable to obtain the goods or services for which the contract is offered.

Subscribed and sworn to before me

this day of , 2020

(Person, Firm, or Corporation)

Notary Public

(Authorized Signature)

Commission Expires_______________________
SEXUAL HARASSMENT WRITTEN POLICY & TRAINING CERTIFICATION
(To be Completed by Each Bidder)

I, _____________________________________, being duly sworn, deposes and
(Name of Individual Signing this Certification)
says that I am the
_________________________________________ of the ________________________________
>Title/Position of Signer) (Name of Bidder/Proposer)

and that by submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder/proposer has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section two hundred one-g of the New York State Labor Law.

_________________________________________
Print Company Name

By: ________________________________
Signature

______________________________
Title

Sworn to before me this
_____day of ____________, 2020

_________________________
Notary Public