



Student Information System
Software & Services
Request for Proposal
RFP #3805

Issue Date: November 28, 2017

Issued By: School District of Lancaster
Lancaster, Pennsylvania

Inquiries: Drew Schenk
Purchasing Manager
ajschenk@lancaster.k12.pa.us

Address Drew Schenk
Proposals To: Purchasing Manager
School District of Lancaster
Attn: RFP# 3805
Business Office
251 S. Prince Street, 3rd Floor
Lancaster PA 17603

Proposals Due: January 2, 2018
4:00PM, EST

Section 1 INTRODUCTION

You are invited to provide a written and an electronic proposal to provide a comprehensive, fully integrated, student information system. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations.

1.1 ANTICIPATED TIMELINE

Listed below are projected dates and times of actions related to this Request for Proposal (RFP). There may or may not be a formal notification issued for changes in the estimated dates and times. Please note that timelines may vary for each of the applications

RFP Issuance	November 28, 2017
Deadline to Register Intent to Submit Proposal	December 7, 2017
Deadline for Questions	December 7, 2017
Response to Questions	December 12, 2017
Vendor Proposals Due	January 2, 2018
Notification of Demonstration Dates	January 8, 2018
Demonstrations of Software	January 16 - 26, 2018
Vendor Review and Selection	January 29-February 23, 2018
School Board Approval	March 20, 2018
Implementation Kick Off	March 26, 2018
'Go Live' Date	July 9, 2018
District wide training	August 20, 2018

1.2 PROJECT GOALS AND BACKGROUND

The School District of Lancaster (SDoL) is a large, urban school district of approximately 11,100 PK-12th grade students, encompassing approximately 11 square miles in central Lancaster County, Pennsylvania. The School District of Lancaster operates 19 schools and employs approximately 1,500 teachers, administrators, and support staff members to carry out the public education mission in Lancaster City.

The primary goal of the School District of Lancaster's Request for Proposal is the selection, implementation, and operation of a Student Information System that will meet the District's current and future needs. More importantly is the selection of a Vendor/Partner who will grow with the District's needs and provide functionality beyond the initially defined product lifecycle.

The District's Goals Include:

- Deliver a system on-time and within budget that will serve the District well for 10 or more years.
- Streamline the District's core administrative student management processes
- Eliminate administrative activities that add no value, such as redundant keying and reconciliation of data, and allow for greater staff efficiency and return on effort
- Provide appropriate, complimentary and comprehensive query, reporting and decision support tools
- Provide system that meets all state and federal reporting requirements
- Improve the District's ability to make decisions based on reliable and timely data
- Acquire a system that operates on a platform that is scalable and efficient to manage and operate over time

1.2.1 PROJECT SCOPE

The School District of Lancaster is asking for Proposals to provide an integrated enterprise Student Information System. The proposed Student Information System must include, but not be limited to, the following components.

1.2.1.1 SOFTWARE

- **Student Information System** (primary)
 - Attendance
 - Daily or Period attendance
 - Notifications based on specific criteria
 - Discipline
 - Referrals
 - Incident (with all regulatory fields)
 - Student Fees
 - Billing
 - Payment
 - Grading
 - Standards Based
 - Course/level based grading (A, A-, B+, etc.)
 - Customizable report cards
 - Translations
 - Customizable transcripts
 - Rank
 - GPA (weighted, non-weighted)
 - Honor Roll
 - Medical
 - Immunizations
 - Customizable validation
 - Automatic validation

- Screenings (dental, growth, etc.)
 - Office Visits
 - Staff
 - Students
 - Prescription/Treatment requirements and administration
 - Scheduling
 - Central course catalog
 - Primary and Secondary teacher assignments
 - Multiple Bell Schedules
 - Student/Parent Portal
 - Translation options
 - Registration
 - Ability to track custom/district specific data
 - Format options (columns, spacing, etc)
 - Locker assignments
 - Student Activities/Groups
 - Ability to take attendance for those participating
 - Address Verification/Zoning
 - Address/Phone History
 - Attachments
 - Security/Access based
 - Student identifying alerts (Special Ed, English Learner, etc.)
 - Customizable
 - Students Notes
 - Appointments
 - Notification triggers (new students, student added to course, etc.)
 - Online enrollment
 - Standardized Test Data
 - Ability to print specific assessments on transcript
 - Tier Intervention Documentation
 - State and Federal Reporting
 - Extraction of data
 - Data validation
 - System Administration
 - Uploads/Downloads
 - Enrollment code criteria
 - Mass update data based on criteria
 - Ability to mass update calendars (inclement weather, etc.)
 - Role based security
 - Mass copy setups
 - Mobile Application
 - Administration
 - Teachers
 - Guardians
- **Teacher Module**
 - Attendance
 - Classroom behavior management (with escalation)
 - Lunch Counts
 - Notification triggers (new student added to class, etc.)
 - Seating charts
 - Gradebook
 - Course
 - Standards Based

-
- **Special Education System**
 - Ability for all forms to be available in English and Spanish (including 504s and gifted forms)
 - Availability of manifestation form
 - Previous data populates to all forms
 - Ability for assessment information to be pulled into forms
 - System checks to verify that all required fields are not missing (including regulatory fields)
 - When a meeting date is changed, carry over to related services and durations
 - Allow use of canned goals or for customized goals to be written
 - Progress monitoring
 - Caseloads
 - Annual cost report for Medicaid reporting
 - Individual cost report for Special Ed Act 16
 - Accessibility to forms for non-Special Education staff, such as a classroom teacher being able to view an IEP or 504 plan for a student in their homeroom.
- **Assessment Data Warehouse**
 - Ability to apply different thresholds to assessments
 - Secondary teachers for a course are integrated along with primary teachers
 - Ability to drill down into reports to see raw data
 - Filtering on specific student groups (gifted, Special Education, etc.)
 - Create and copy frameworks for various assessments
 - Custom reporting
 - Ability to view all assessment scores at one time for a specific student
 - Create reports based off of marking period grades, including competencies

1.2.1.2 SERVICES

- Project management
- Software installation
- Data conversion
- Integration & interface development
- Training
- Ongoing support & maintenance services

1.2.1.3 DISTRICT DEMOGRAPHICS AND STATISTICS

Enrollment Information	
Carter and MacRae Elementary School	420
George Ross Elementary School	318
George Washington Elementary School	550
James Buchanan Elementary School	371
James Hamilton Elementary School	456
James P. Wickersham Elementary School	454
John W. Price Elementary School	516

Lafayette Elementary School	549
Martin Luther King Elementary School	494
Robert Fulton Elementary School	411
Thomas Burrowes Elementary School	383
Thomas Wharton Elementary School	335
Elizabeth R. Martin School (PK-8)	733
Abraham Lincoln Middle School	492
Edward Hand Middle School	513
John F. Reynolds Middle School	553
Wheatland Middle School	581
McCaskey High School Campus	2714
Phoenix Academy	306
Buehrle Alternative Program	49
Staff Information	
Administrators	155
Teachers	937
Support Staff	457

Current Hardware/Software Environment	
Desktop Hardware	Minimum: 2 nd Gen Intel Core i3-2120 Processor (3.3GHz) 4GB RAM 250GB Hard drive
Desktop Operating System	Windows 7 – support staff Windows 10 – teachers and administrators
E-mail System	Microsoft Outlook 2016
Internet Browser	Minimum of Internet Explorer 10 Google Chrome Firefox – teachers and administrators
Existing SIS Infrastructure	
Student Information System – PowerSchool eSchoolPLUS	
Special Education Application – PowerSchool’s IEPplus	
Assessment Warehouse Application – PowerSchool’s PerformanceTrcker	
Data Analyst Application – IBM Cognos Analytic tools	
Personnel currently using the system	Approx. 1500
System printers	Located in each school office, teacher workrooms
Other Software (requiring integration)	
Data Analyst Software	

1.3 RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Each proposal will be prepared on the form provided and be submitted in a sealed envelope bearing the RFP number "RFP #3805 and title "Student Information System Software & Services". Two (2) printed copies of the proposal and one electronic copy on a CD, DVD or jump drive must be provided.

1.3.1 INTENT TO SUBMIT PROPOSAL

All parties must register their intent to submit proposal by 2:00 PM EST, December 7, 2017, by email to Drew Schenk, Purchasing Manager, ajschenk@lanaster.k12.pa.us. Failure to register your email address will preclude your firm from receiving possible updates and addendums.

1.3.2 DELIVERY OF PROPOSALS

RFPs must be delivered by the date/time specified and to the place stipulated on the cover of this RFP. It is the sole responsibility of the vendor to see that their RFP is received in the proper time. Any proposal received after the proposal due date and time shall be eliminated from consideration.

1.3.3 QUESTIONS AND COMMUNICATIONS

Vendors are hereby notified not to contact any member of the Evaluation Committee, or any member of the District staff and its' elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. Questions concerning any portion of this RFP shall be directed via e-mail to the below named individual who shall be the official point of contract for this RFP. All questions must be submitted prior to the Deadline for Questions as stated in the *Anticipated Timeline* above. Failure to adhere to this policy will result in disqualification.

Drew Schenk
Purchasing Manager
ajschenk@lanaster.k12.pa.us

1.3.4 COMPLETION OF PROPOSAL FORMS

Vendors should submit all the information and documentation requested in Section 2 (Vendor Proposal Information) of this RFP. Most subsections require a narrative description and then also have questions listed in a table format for ease of evaluation. All responses should be added to this document or submitted as a separated Word document with the subsections clearly identified.

1.4 TERMS AND CONDITIONS

The SDOL shall not be responsible for any cost incurred by the Vendor in the preparation of this proposal. It must be specifically understood that this RFP does not create any obligation on the part of the SDOL to enter into any contract or undertake any financial obligation with respect to the requirement referred to herein. Any Vendor who expends time or money prior to award, does so at the Vendor's own risk and expense. The Vendor understands that, if selected, the SDOL reserves the right to provide its opinion publicly and privately regarding the Vendor's performance.

1.4.1 CONFIDENTIALITY

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first. All material submitted becomes the property of the SDOL and may be returned only at the District's option. Proposals submitted become the property of the SDOL and may be reviewed and evaluated by district personnel and/or agents or consultants of the SDOL, except for competitors, at the discretion of the SDOL regardless of statements contained within the Vendor's response to the contrary. The SDOL has the right to use any or all concepts presented in any reply to the RFP. Selection or rejection of a proposal does not affect this right.

Information provided by the SDOL to the requesting Vendor for the purpose of providing a response to the RFP is the property of the SDOL. As such, said information is to be kept in strictest confidence and used only for the intended use of this RFP. This RFP shall not be distributed to others without the express written consent of the SDOL.

1.4.2 PRICING ELIGIBILITY PERIOD

All Vendor proposals are required to be offered for a term not less than 180 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by the vendor during the 180 day time period following the time and date designated for the receipt of proposals. All prices are assumed to be Best and Final.

1.5 EVALUATION CRITERIA

The District intends to enter into a long-term relationship with a well-established vendor whose products, features, design philosophy, support policies, and vision for schools come closest to meeting the District's needs today *and* tomorrow. The selected vendor must be a well-established, financially stable firm committed to providing school software solutions. The ideal vendor will have a significant installed base of school clients and a proven track record of delivering products and services on-time and within budget.

Initial evaluation of proposals will be based on the following criteria. The responses will be used to determine a short list of firms to select finalists for further evaluation.

- Fees and Associated Costs – **15 possible points**
- Demonstrated expertise and experience – **25 possible points**
- Completeness & Responsiveness to the RFP – **5 possible points**
- Software capability responses **55 possible points**

1.5.1 FINALISTS EVALUATION

Further evaluation associated with the finalist vendors will be performed as follows:

- Conduct vendor demonstrations
- Evaluate vendor viability and vision for the education market
- Evaluate ability for vendor to respond to district needs
- Evaluate implementation and support approach
- Evaluate functionality
- Perform reference checks

-

1.6 EVALUATION & RESERVED RIGHTS

Evaluation of the proposals is expected to be completed within 15 days after RFP closing. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. It is the District's intentions to procure the most functionally complete and cost-effective solution from a growing, viable and financially stable company that will meet both current and future needs. The lowest price proposal will not necessarily be selected. The District may award based on initial proposals received, without discussion of such proposals. Selected vendors may be invited to make oral presentations or product demonstrations to the evaluation team.

The District further reserves the right to:

- Reject any or all of the Proposals.
- Issue subsequent Requests for Proposals.
- Cancel the entire Request for Proposal.
- Remedy technical errors in the Request for Proposal process.
- Appoint evaluation committees to review Proposals.
- Seek the assistance of outside technical experts in Proposal evaluation.
- Require modifications to initial Proposals.
- Excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the District.
- Investigate the qualifications of any Proposer under consideration.
- Require confirmation of information furnished by a Proposer.
- Require additional evidence of qualifications to perform the Services described in this RFP.
- Approve or disapprove the use of particular subcontractors.
- Establish a short list of Proposers eligible for discussions after review of written Proposals.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Award a contract to one or more Proposers.
- Accept other than the lowest offers.
- Waive informalities and irregularities in Proposals.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the District, shall be utilized in the final award. The final award of a contract is subject to School Board approval at a regularly scheduled public meeting.

1.7 PAYMENT TERMS

Payments to Vendor will be based on milestones mutually agreed upon in the earliest planning phase of the Project. The SDoL will not pay any down payments to the Vendor. A performance bond may be required, as the sole discretion of the District.

Section 2 **VENDOR PROPOSAL INSTRUCTIONS**

Please include the following in your proposal:

PROPOSAL SUMMARY FORM

Name of Company	
Software Brand Name Proposed	
Name of Primary Contact for Follow-Up Questions	
Contact Phone Number	
E-mail Address	

2.1 TRANSMITTAL LETTER (TWO PAGE LIMIT)

Please acknowledge that you have received, read and understand all aspects of the RFP and any addendum that may have been released in conjunction with the RFP. Please indicate your willingness to enter into a Not to Exceeds contract. Please provide contact information of those that are authorized to participate in contract negotiations on behalf of your company.

2.2 EXECUTIVE SUMMARY (THREE PAGE LIMIT)

Please describe your solution and how it addresses the stated goals of the project. This should be limited to how your proposed solution will directly benefit the District and your unique value that you add. Please avoid the use of boilerplate product information.

2.3 CORPORATE OVERVIEW

Vendors are required to provide a description about their company so that the District can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require the vendor to provide additional documentation to support and/or clarify requested information. The vendor should outline the company's background including a brief description (e.g., past history, present status, future plans, company size, etc.). The vendor should also submit (attach) an Annual Report or audited financial information for the past two (2) completed fiscal years, which includes income statements, balance sheets, and statement of cash flows.

Please state the year the Vendor started in the business of selling school solutions?	
How many new school contracts do you average annually?	
Please list and briefly describe any strategic partnerships you have.	
Please list your total revenues in the previous four years:	
<ul style="list-style-type: none"> • 2013 	
<ul style="list-style-type: none"> • 2014 	
<ul style="list-style-type: none"> • 2015 	
<ul style="list-style-type: none"> • 2016 	
How many total employees does the vendor have in each of the following categories:	
<ul style="list-style-type: none"> • Sales & Marketing 	
<ul style="list-style-type: none"> • Research & Development 	
<ul style="list-style-type: none"> • Help Desk & Support Staff 	
<ul style="list-style-type: none"> • Application Development Staff 	
<ul style="list-style-type: none"> • Implementation Staff 	
<ul style="list-style-type: none"> • Regulatory (State/Federal) Reporting 	
<ul style="list-style-type: none"> • Training 	
<ul style="list-style-type: none"> • Other 	
<ul style="list-style-type: none"> • Total 	
Specify the number of public sector vs. private sector clients.	
Indicate whether the business is publicly held or private.	
Indicate if the company incurred an annual operating loss in the last 5 years.	
What is the current staff turnover rate for your company?	
What is the vendor's customer retention rate?	
What is the vendor's percentage of annual revenues reinvested into research & development?	

2.4 A SOLUTION FOR SCHOOLS

The vendor is required to provide a general description of the offerings outside of the student information system. It is the vision of the District to have an integrated solution across all aspects of student information systems. Please include any current products and partnerships as well as vendor visions for future developments.

Does the vendor have a vision to offer software that provides a solution for all school divisions' software needs?	
Does the vendor have an integrated special education module or system currently being used in schools?	
Does the vendor have a data warehouse that compiles and analyzes data from all school systems?	
What other school software does the vendor provide?	
What partnerships does the vendor have to integrate third party solutions?	
Does the vendor have an integrated data analysis tool currently being used in schools?	

2.5 TECHNOLOGY

The vendor is required to provide a general description of the application program product and how it will meet requirements of this RFP.

Is the product sold on an <u>unlimited</u> user site license basis? If no, please explain.	
Is your system SOA (Service Oriented Architecture) based? Describe how your solution utilizes web services?	
What is the system architecture? (web-based, client/server, mixed)	
Please describe your application workflow capabilities.	
Is the system fully integrated across all modules proposed so data is only entered once and can be searched on throughout the system? If so, please explain how this is accomplished.	
Do the proposed applications rely on intermediary services such as Citrix or Terminal Services? If so, to what extent.	
Is the system integrated with Microsoft Word, Excel, Exchange and Share Point? If so, to what extent?	
What hardware platform(s) does the vendor proposed application software currently operate on?	
Is the program designed for a Microsoft Server operating system?	
Is the program designed on a Microsoft SQL database?	
What client environments are supported (Java, Adobe, Web Browsers, Active-X, etc...)?	
Is the proposed application developed with a formal usability testing environment? Please provide details as to how usability is taken into consideration and the credentials of the vendor's staff in terms of usability.	
Is the application available in a hosted or ASP model?	
Does the system have disaster recovery service capabilities?	
Does the system have records retention and purging capabilities?	
What are the minimum hardware requirements for server and client?	

2.6 GENERAL FEATURES

The vendor is required to provide a general description of the general features of the system.

Is the proposed system scalable? Please provide the smallest and largest install base.	
What is the vendors proposed custom report writer and does the vendor provide a library of customizable reports? What report services does the vendor offer? Application?	
Does the system provide role based security?	
Does the system provide menu based security?	
Does the system provide application specific security?	
Does the system allow for data security?	

2.7 IMPLEMENTATION SERVICES

Please describe the vendor's implementation methodology.	
Does the vendor utilize 3 rd party resources or contractors in their implementations?	
How many PMP certified Project Managers does the vendor currently have on staff?	
Does the vendor offer a Production Ready approach to implementation whereby your staff will define and populate all tables and parameter files? If so please describe the approach and how you assure knowledge transfer.	
Is the vendor willing to enter into a Not to Exceeds contract for implementation services?	
Will the vendor agree to waive all fees related to service days if we determine the services to be of unacceptable quality?	
Is the vendor willing to assign a designated support specialist and/or team for the first 8 months from the chosen implementation date?	

Please describe your approach and define your deliverables for the following implementation services. It is expected that your proposal includes these at a minimum.

- Project Scope Agreement
 - Project Assumptions
 - Personnel Assumptions
 - Technical Support Assumptions
 - Operational & Knowledge Transfer
 - General Project Activities and Deliverables
 - Data Conversion Process Steps and Activities
- Change Management Approach
- Communication Plan
- Quality Management and Testing
- Project Risk Management
- Schedule Management
- Resource Management
- Education Plan
- Sample Detailed Project Plan and Gantt Chart

2.8 SUPPORT AND SERVICES

The vendor must specify the nature, costs and conditions of any post-implementation support options including:

- On-site support
- Telephone support
- Operating system and database support
- Escalation options and procedures
- Upgrade assistance
- Availability of user groups

Identify the party or business unit that is responsible for the support options provided above. Additionally, it is requested that the Vendor submit their Help Desk “prioritization” of support calls and their call “escalation procedures”.

Provide information on how server and client side software updates are received, processed and distributed to either the server and/or client environment. Describe the delivery method of future updates and product enhancements, the frequency of upgrades and if an accumulative patch process is an option. Also, describe how updates are incorporated with local custom modifications such that custom modifications will not be lost when a new release of the software is applied. The District expects to receive maintenance, as well as functional and technological enhancements as part of their Annual Support Agreement.

Does the vendor agree to waive the first year of application maintenance fees?	
Does the vendor have a toll-free support line?	
Does the vendor have regional and national User Groups?	
Does the vendor have an Annual User Conference?	
Does the vendor have regularly scheduled regulatory conference calls?	
Please list the locations of support staff that will be utilized by the District	
What are the support hours of operation?	
Does the vendor have a customer Advisory Board?	
Does the vendor assign one individual to take ownership of any support issues the District may have?	
Will the vendor provide unlimited telephone support as part of their annual support agreement?	
Does the vendor provide and maintain a searchable knowledgebase of product support materials made available to its client base?	
Does the vendor provide a customer only web site complete with documentation and software downloads?	
Will the vendor provide all periodic enhancements and upgrades to the software at no additional charge, beyond the annual support agreement?	
Has the vendor ever required past customers to re-license their applications as a result of an upgrade or platform change?	
Does the vendor offer a service to install and certify all updates for the District in a separate test environment?	

What is the hourly rate for additional services, such as custom modules, training, scripts, etc?	
--	--

2.9 SOFTWARE CAPABILITIES (SPREADSHEET ATTACHED)

Software Capabilities should be submitted as an attached spreadsheet. Vendors are instructed to complete Software Capabilities by selecting Y, N, C, NR, TP from the drop down for each requirement as described below:

Coding Key:

YES	Indicates that the vendor's standard software meets and/or exceeds the requirement and the stated functionality is in the current <u>General Release</u> of the software.
NOT PLANNED	Indicates that the vendor's software does not and cannot meet this requirement.
CUSTOM QUOTE	Indicates that a software modification is required to meet and/or exceed this requirement. If there is a cost associated with this modification, list the dollar amount in the cost column.
NEXT RELEASE	Indicates the vendor will satisfy the requirement in a future release for no additional cost. Such future functionality must be in the <u>General Release</u> of the product within 12 months of contract date.
3RD PARTY PRODUCT	Indicates that the functional requirement can be met with a third party product. Please indicate name of the third party product under the comments section and include all associated costs in the investment summary.

2.10 VENDOR REFERENCE INFORMATION

Provide three (3) recent clients references of similar size and requirements. Please include the following for each reference:

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Student Population:	

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Student Population:	

Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Student Population:	

2.11 COST PROPOSAL (SPREADSHEET ATTACHED)

Costs for the vendor's proposed solution should be submitted as an attached spreadsheet and should include complete costs. Use additional pages as needed to provide additional cost detail.

The following costs must be included in your response:

- Application software license fees
- Data conversion costs
- Modification costs if denoted to satisfy a requirement
- Implementation, Training & Consulting Services costs
- Annual software maintenance cost for five years
- Estimated Travel Costs
- 3rd Party Software
- Hardware (not required)

No additional charges, other than those listed on the price breakdown sheets, shall be made. All shipping and insurance costs to and from the site shall be included in this proposal. All payments to shipping agents and for insurance fees shall be made directly by the vendor. Vendor shall be responsible for all arrangements for the shipment of equipment / software to the District's prepared site. Specific payment terms will be negotiated as part of the final contract. It is expected that certain payments will be made upon delivery of the software with additional payments made based on specific project milestones. The District may during the implementation period or thereafter require modifications, interfaces, conversion or other services from the vendor. The vendor agrees to provide a written Change Order describing the work to be performed and estimating the costs, including expenses, for the District's approval before any work is initiated by the vendor. Vendor will not exceed the costs set forth in the mutually agreed to Change Orders without justification, in writing, that is acceptable to the District.

2.12 PROPOSAL SIGNATURE FORM

The undersigned, as proposal responder, declares that he/she has carefully examined all the items of the Specifications and Instructions herein that he/she fully understands and accepts the requirements of the same, and he/she agrees to furnish the specified items and will accept, in full payment therefore, the amount specified below.

Proposals shall include installation services, and the successful respondent shall obtain all required permits and pay fees required.

Firm Name: _____

Date: _____

Address: _____

Telephone: _____

Signature: _____

(Person executing response & official capacity)



SCHOOL DISTRICT OF LANCASTER INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Noncollusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 62 Pa.C.S. §§ 4501 et seq. (formerly 73 P.S. §§ 1611 et seq.), governmental agencies may require Noncollusion Affidavits to be submitted together with bids.
2. This Noncollusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid-rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid. A statement that the bidder has been convicted or found liable for an act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three years does not prohibit Owner from accepting a bid or awarding the Contract to such bidder but may be a ground for consideration on the question whether Owner should decline to award the Contract to such bidder on the basis of a lack of responsibility.



SCHOOL DISTRICT OF LANCASTER
NON-COLLUSION AFFIDAVIT

State of _____ : Bid No.

: ss.

County of _____ :

I state that I am _____ of
[title]

_____ and that I am authorized
[name of firm]

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

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____, its affiliates,
[name of firm]

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found

liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
[name of firm]

acknowledges that the above representations are material and important, and will be relied on by School District of Lancaster in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from School District of Lancaster of the true facts relating to the submission of bids for this contract.

[Signature]

[Name and Company Position]

Sworn to and subscribed before me

This _____ day of _____, 20__.

Notary Public

My Commission Expires: