

North Penn School District

Request for Proposal (RFP)

Cybersecurity Assessment

Due: March 26, 2021 at 2 PM EST

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BACKGROUND

Description of District

The North Penn School District is located in Southeastern Pennsylvania, approximately 20 miles north of Philadelphia in Montgomery County. The district encompasses 42 square miles and has a total population of more than 98,000 residents. These residents reside in Hatfield, Lansdale and North Wales boroughs, Hatfield, Montgomery, Towamencin and Upper Gwynedd townships and the village of Line Lexington.

Currently the district consists of 13 elementary schools, three middle schools, one high school and one credit recovery school. North Penn also has an Educational Service Center, a Bus Garage and a Support Services Center. NPSD employs approximately 2,000 staff members. Approximately 13,000 students attended North Penn schools.

OVERVIEW OF REQUEST FOR PROPOSAL (RFP)

Purpose

North Penn School District is seeking proposals for an independent objective assessment of the North Penn School District information security systems, policies, procedures, infrastructure and website. The proposal should include an assessment of technical, physical and administrative security controls using an objective measurement of information security that is based on risk. The assessment should provide information security guidance that is credible and fully-aligned with industry standards and best practices, including NIST CSF, ISO/IEC 27001, etc. The need for CISO services, onsite or remote, should be part of this evaluation. The final result should include a roadmap to be used to develop a plan for remediation of any items identified.

Nondiscrimination/Affirmative Action

North Penn School District maintains fair and impartial relations with employees, applicants for employment, and students without regard to race, color, creed, national origin, religion, sex, disability, age, arrest record, conviction record, political affiliation, marital status, sexual orientation, ancestry, membership in the national guard, state defense force, or any reserve component of the military forces of the United States and of this state. Further, you are advised that as a Proposer, subcontractor, vendor, or lessee of North Penn School District, you may not discriminate against any employee or applicant for the above-mentioned protected classifications in regard to any position for which qualified. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part, and you may be declared ineligible for further contracts or purchase orders. The District encourages purchase of services and/or products from women, minority, and disabled business owners.

1.1 INSTRUCTIONS TO PROPOSER

1.2 Proposal Due Date

Proposals for the RFP must be received by the North Penn School District prior to March 26, 2021 at 2 PM EST.

Proposals received after the specified time and date will not be considered regardless of cause.

1.3 Delivery Options

Submittal of Proposals to North Penn School District must be made in electronic format.

By e-mail:

RFP's are required to be sent electronically in PDF format to Ms. Sheri Penna, Assistant to the Director of Technology, email address: pennasl@npenn.org.

1.4 Calendar of Events

Listed below are important dates related to this RFP. The District reserves the right to change these dates as necessary in order to allow adequate time for evaluation of Proposals. In the event the District must change any of these dates it will do so by issuing an addendum to this RFP.

DATE	EVENT
February 19, 2021	RFP issued
March 12, 2021	Proposer questions due: 12:00 p.m. (Noon) EST
March 19, 2021	Addenda: Response to Proposer questions
March 26, 2021	Proposals due: 2:00 p.m. EST
March 29 - April 9, 2021	Evaluation Period
Week of April 12, 2021	Notice of Selection
May 3, 2021	Work Completed
May 12, 2021	Final Report Delivered to the District

1.5 Questions/Interpretations

Proposers shall bring questions, inadequacies, omissions, or conflicts to the attention of the District. All Proposer requests for clarification or interpretation must be received via email to the individual indicated below, on or before 12:00 pm noon EST on March 12, 2021. Responses to Proposer questions will be supplied via addenda on or before March 19, 2021 through email to those inquiring and on the NPSD Website (<http://www.npenn.org/bidspec>). All emailed questions must include “Question Regarding North Penn Cybersecurity Audit RFP” in the subject line.

For information or questions related to the District specifications, please contact:

Dr. Kristen Landis
Director of Technology
North Penn School District
401 E. Hancock Street
Lansdale, PA 19446
E-mail: landiskc@npenn.org

During the time period between the date of RFP issue and the date until the District notifies all Proposers of its decision, all contact with any employees of the District concerning this RFP is prohibited, except as authorized by the NPSD Director of Technology. Failure to adhere to this provision may be cause for disqualification of a Proposer’s submission.

1.6 Addendum Process

All addenda will be supplied to Proposers of record via the district website (<http://www.npenn.org/bidspec>) and through email for proposers who have inquired at the date of the published addenda.

1.7 Alternates

SPECIFICATIONS contained in this RFP are intended to define the level of quality and performance, and not to restrict competition. Proposers offering alternates shall submit, with their Proposal, an itemized comparison to the RFP SPECIFICATIONS, documenting equivalence for quality, etc.

1.8 Minimum Proposer Qualifications

The District may make such investigations deemed necessary to determine the ability of the Proposer to furnish the necessary services described herein. The Proposer shall furnish all data and information requested in order to determine the Proposer’s ability to perform under this RFP. The District reserves the right to reject any offer if the evidence submitted by, or investigation of, such Proposer fails to satisfy the District that such Proposer is qualified to carry out the obligations of the Contract.

1.9 Evaluation Procedure

The evaluation of the Proposals will be conducted by an Evaluation Committee composed of District employees. Following the initial evaluation, the Evaluation Committee may decide to contact one or more of the Proposers to obtain clarification to various responses given in the Proposal submission. As a result of these follow-up questions and responses, scores may be adjusted.

The District shall be the sole judge of which Proposer best meets the unique needs of the District. Each Proposal will be viewed in its entirety, including responses to follow-up questions, interviews, and reference checks.

1.10 Evaluation Criteria

All qualified Proposers will be evaluated based on the following:

Analysts Credentials and References	5
NIST Based evaluation process	10
Extent of Internal threat evaluation	10
Extent of External threat evaluation	15
Extent of Policy and Procedural evaluation	15
Extent of Social engineering threat examination	10
Extent of network and wireless evaluation	15
Extent of deliverables and remediation recommendations	15
Cost	5
Total Points Available	100

1.11 Other Considerations

The District reserves the right to request additional information as may reasonably be required and to further investigate Proposers qualifications to make this determination.

1.12 Acceptance/Rejection

The District reserves the right to accept or reject any or all Proposals, to waive any technicality in any Proposal submitted, and to accept any part of a Proposal deemed to best serve the interests and needs of the District and said determination shall be final.

Proposals may be held by the District for a period not to exceed ninety (90) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of the Proposers, prior to the awarding of the contract.

1.13 Withdrawals

Proposals may be withdrawn by email request received from Proposer or an authorized representative thereof prior to the time fixed for opening of Proposals, without prejudice to the right of the Proposer to file a new Proposal. Negligence on the part of the Proposer in preparing their Proposal confers no right for withdrawal of the Proposal after it has been submitted.

NO PROPOSAL MAY BE WITHDRAWN FOR A PERIOD OF NINETY (90) DAYS AFTER THE DUE DATE SET THEREOF. PROPOSED FEES MUST BE VALID FOR THIS NINETY (90) DAY PERIOD.

1.14 Format of Proposal Requirements

In order to assist Proposers in preparing proposals including the required forms, this RFP document is available to Proposers in an electronic format.

All Proposals must include:

- 1. Firm & team information: provide the name, address, and a brief history of the firm as well as an introduction of team members including education, qualifications, and experience of each member proposed for this engagement.**
- 2. Relevant Experience: provide at least three references. Services rendered should be of similar scope, and completed within the last three years. Describe services provided and projects completed. Specifically, identify those clients from K-12 education. For each, include the name, email address, and phone number of the primary contact for the organization.**
- 3. Technical approach: A brief description of the approach and standards used in completing the project scope.**
 - i. A proposed schedule for performing the work including District role/requirements, if any.**
 - ii. Provide express agreement to meet or exceed all PERFORMANCE SPECIFICATIONS in this RFP.**
 - iii. If a standard form of contract or engagement letter is required, provide an advance copy of that document.**
- 4. An itemized list of costs associated with the Proposal including time and materials as well as identification of costs related to all areas of the proposal as outlined in Section 3.**
- 5. Exhibit A - Proposal Information Form**
- 6. Exhibit B - Affidavit of Non-collusion and/or Conflict of Interest Form**
- 7. Exhibit C - W-9 Form**
- 8. Exhibit D – Insurance Requirements**

1.15 Submittal of Proposal

1.15.1. All Proposals shall be submitted in the manner defined in the Format of Proposal. The entire PROPOSAL INFORMATION FORM, W-9 FORM, and other supporting documents, shall be prepared and completed, and submitted in the manner specified herein.

1.15.2. The Proposer shall submit a Proposal that meets the requirements as stated in this RFP document: electronic PDF delivered via e-mail to pennasl@npenn.org.

1.15.3. Addenda issued during the time of the Proposal Shall become a part of the Proposal Documents. Proposers shall list receipt of each addendum in the appropriate space provided on the Proposal Information Form.

1.15.4. Proposer shall be responsible for the emailed Proposal being delivered to the designated place on or before the date and time specified as noted in the PROPOSAL DUE DATE section. Proposals received after time of closing will be rejected unopened.

1.15.5. Any conditional Proposal, or the inclusion of any correspondence, written or printed matter, or details of any nature other than that specifically called for, which would alter any essential provision of the Contract, or require consideration of unsolicited material or date in determining the award of the Contract, may disqualify the Proposal. Verbal alterations to the Proposal will not be accepted.

1.15.6. Failure to examine any and all documents will in no way relieve the successful Proposer from the necessity of performing any work that may be required to complete the work in accordance with the Proposal.

Proposers must note on the PROPOSAL INFORMATION FORM any element of the PROPOSAL SPECIFICATIONS that cannot be met. Failure to meet any of the SPECIFICATIONS may be sufficient cause for rejection of the Proposal.

The District reserves the right to reject the Proposal if the evidence submitted by, or investigation of, the Proposer fails to satisfy to the District that the Proposer is responsible and qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

Any restrictions on the use of information contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted will be handled in accordance with the Pennsylvania Right-to-Know Law. Note: The Pennsylvania Right-to-Know Law law classifies most correspondence with a government entity such as North Penn School District as open and available for public inspection. Proprietary restrictions normally are not accepted; however, when accepted, it is the Proposer's responsibility to defend the determination in the event of an appeal or litigation. Pricing information can never be held confidential.

1.16 Proposer Inquiries

Inquiries concerning the RFP SPECIFICATIONS shall be submitted in email to the Director of Technology, Dr. Kristen Landis via email at landiskc@npenn.org. All emailed

questions must include “Question Regarding North Penn Cybersecurity Audit RFP” in the subject line. Only those communications that are in email, responded to by a technology department representative shall be considered valid. Contact with other District employees is prohibited unless authorized by the Director of Technology. Failure to adhere to this provision may be cause for disqualification of a Proposer’s submission.

1.17 Obtaining Bid Information from a Third Party

1.17.1 Proposers are responsible for checking the website (<http://www.npenn.org/bidspec>) for any addenda prior to submitting a response to the RFP. The District is not responsible for the content of any response to the RFP package received through a third party service. It is the sole responsibility of the Proposer to ensure the completeness of the documents received from any third party source.

2.1 TERMS AND CONDITIONS

2.2 Contract Terms

2.2.1. The successful Proposer will be required to assume responsibility and liability for all services and actions performed by Proposer’s employees. The successful Proposer shall be the sole point of contact with regard to all contractual matters. Third parties or intermediaries are not acceptable.

2.2.2. Proposals containing terms and conditions contrary to the District’s terms and conditions, or taking exception to any of the terms and conditions in the RFP, MAY be considered non-responsive and the Proposal MAY be rejected.

2.2.3. The requirements outlined in the RFP do not imply total terms and conditions, the details of which will be by mutual agreement between the District and the successful Proposer. However, this RFP will become a rider to that agreement.

2.2.4. If, because of riots, war, public emergency or calamity, fire, flood, earthquake, government restrictions, labor disturbance or strike, business operations at North Penn School District are interrupted or stopped, performance of this contract, with the exception of monies already due and owed, shall be suspended and excused to the extent commensurate with such interfering occurrence. The expiration date of this contract may be extended for a period of time equal to the time that such default in performance is excused.

2.3 Right to Negotiate Contract Terms

The District reserves the right to negotiate the terms of the Contract, including the award amount, with the selected Proposer(s) prior to entering into a Contract. Proposers are to include with their Proposals an advance copy of any proposed Contract or agreement they would expect the District to sign should a decision be made to contract with their firm. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, the District may negotiate a contract with the next highest scoring Proposer.

2.4 Contract Period

It is the District's Intent to award a contract for the completion of this work and deliverables in accordance with the calendar as listed in section 1.5 of this RFP.

2.5 Cancellation Clause

The District may, without cause, terminate all or any part of the Contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination, the District shall negotiate reimbursement to the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project.

If the Proposer fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the Contract, North Penn School District may terminate the Contract by written notice to the Proposer. North Penn School District may affirmatively collect damages which may result from the Proposer's breach.

2.6 Tax Exempt

The District is exempt from Federal Excise Tax. The Commonwealth of Pennsylvania by legislative action has exempted public school districts from Pennsylvania sales and use taxes. The statute reference is 72 P.S. § 7204. A copy of proof of tax exempt status will be provided to successful Proposers if needed.

2.7 Fixed Price Period

All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for entry into the contract for up to ninety (90) days from the date the Proposals are due, and must be firm for the specified contract period. Any exceptions shall be fully noted.

2.8 Assignment

The contract or any portion thereof or any interest therein shall not be assigned, transferred, conveyed, sublet, or disposed of without the previous consent in writing of the District. Any attempted assignment under the contract shall be void and of no effect.

2.9 Availability of Funds

Contract award and any contract extensions shall be contingent upon the continued funding of District operations.

2.10 Changes in Contract

The contract shall not be modified, altered, or changed except by mutual agreement confirmed in writing by the authorized representative of each party to the contract.

2.11 Liens

The Proposer shall keep the District free and clear of all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the Proposer.

2.12 Payment Terms

Payment terms shall be Net 30 after delivery and receipt of invoice for delivered

items/services. No advance payments will be made and no payments will be made without invoices.

2.13 Entire Agreement

The contract, and any properly executed amendment thereto, the RFP, the Proposer's response and performance guarantee shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

2.14 Copyrights and Patents

The Proposer shall indemnify and hold harmless the State, the District, its officers, agents, and employees from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of the contract of which Proposer is not the patentee, assignee, or licensee.

2.15 Delays

The Proposer shall notify the District promptly, in writing, of any material delay in performance of said contract and the reasons thereof. The Proposer shall not be liable for delays in performance due to causes beyond its reasonable control, but will be liable for delays due to its fault or negligence. Both parties agree that, if by reason of strike or other labor disputes, civil disorders, inclement weather, acts of God, or other unavoidable cause, either party is unable to entirely perform its obligations, such performance shall not be considered a breach of the contract.

2.16 Governing Law

Any resulting contract and all matters or issues related to it shall be governed by and shall be in accordance with the laws of the Commonwealth of Pennsylvania. If any provision of this Proposal or contract as applied to either party, or to any circumstance shall be adjudged by a court to be contrary to established provisions then the contract shall be null and void.

2.17 Indemnification and Hold Harmless

The awarded Proposer agrees to indemnify, hold harmless, and defend the District, its officers, agents, and employees from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description or damage to persons or property arising out of, or in connection with, or occurring during the course of the contract.

2.18 Proprietary Data

If, for any reason, you have any restriction(s) in the District's use of the data included in your Proposal, you must clearly identify those restrictions. See Section 1.16 of this document for information on Pennsylvania Right-to-Know Law and the handling of requests for proposals that include proprietary data.

2.19 Insurance Requirements

Contractors must maintain a minimum level of insurance as detailed in Exhibit D and provide certificate of liability insurance to the District.

3.1 SPECIFICATIONS

3.2 Project Scope

North Penn School District (NPSD) is issuing this RFP to assess the state of information security, identify vulnerabilities and weaknesses in IT operations, internal controls, policies and procedures and the overall hardware and software infrastructure in use at the District.

The security assessment proposal should address but is not limited to, the following areas of concern. Any additional materials and documentation can be referenced and attached with your submission.

The project scope includes:

1. Benchmark existing IT security policies, practices and procedures and against NIST 800-53, OWASP, SANS, and other applicable industry standards. Review the gaps and observations with NPSD management and make suggestions to revise and align NPSD information security policies and standards with best practices.
2. Vulnerability Assessment – Perform an in-depth cybersecurity vulnerability assessment and penetration testing of NPSD’s logical and physical IT infrastructures:
 - a. Internal Network - All internal systems to include workstations, servers, switching/routing infrastructure, virtualization and storage infrastructure, and other connected IT devices. Including all Demilitarized (DMZ) systems to include flow controls from external to internal systems.
 - b. External Network - All external public facing systems to include firewalls, load balancers, web servers, ftp servers, and web service interface points.
 - c. Wireless Network – All wireless systems to include internal touch points from all SSID, broadcast or hidden, as well as encryption levels.
3. Physical access controls testing - Determine if the current physical security is effective.
4. Remote Access/External Partners – Assess remote access and security of network connections and data traffic to and from external sources including but not limited to Google Workspace for Education, Infinite Campus, Canvas, eFinance, LinkIt and Classlink.
5. Social engineering component - perform social engineering efforts to verify the existence and effectiveness of procedural controls to prevent unauthorized physical and electronic access to NPSD IT systems.
6. Internet usage – Assess URL/web filtering and access restrictions.
7. Host based security – Assess security of critical systems at operating system and database layers and associated identity and access management controls.

All work should be completed without interruption to the school district network.

Any onsite work requiring District staff to be available should be completed between the hours of 8 am to 4 pm EST.

3.3 Key Deliverables

1. Provide a detailed report on testing and attack scenarios used, vulnerabilities discovered, including the risk rating.
2. Provide an Executive Summary with overall severity findings and risk exposure relatable and understandable to non-technical management as much as possible.
3. Detailed explanations of the implications of findings, business impacts, and risks for each of the identified exposures.
4. Remediation recommendations to close the deficiencies identified along with detailed steps (wherever/whenever applicable) to be followed while mitigating the reported deficiencies:
 - a. Penetration Testing- perform non-volatile exploit procedures designed to determine how well NPSD systems can withstand up-to-date malicious exploits. Penetration testing should be performed from two perspectives:
 - b. An outside attacker with no approved system access.
 - c. A malicious insider who has access to the system.
5. Evidence gathered as proof of access must not harm the confidentiality, integrity, or availability of the systems, application, and or data. Special attention should be given to areas that contain high risk data. These procedures should be performed without the knowledge of NPSD IT staff.
6. Testing will attempt to compromise networks and operating systems to identify vulnerabilities to the system. For successful exploits provide evidence of unauthorized access to systems.
7. Security Strategy and Systems – evaluate NPSD firewall hardware, software, placement and utilization. Perform an in-depth security scan and threat assessment to identify vulnerabilities. This should include, but not be limited to, port scans, host enumeration, and application/system identification.
8. Connections to External Partners - review our connection and security posture to our external partners through wide area networks, dedicated circuits, ASP's, remote clients, and remote server technologies; Assess remote access and security of network connections and data traffic between all campus locations and cloud hosted partners including but not limited to Google Workspace, Infinite Campus, Canvas, eFinance, LinkIT and Classlink.
9. Inbound and Outbound Remote Access Strategy – evaluate administration of remote access, both inbound and outbound. Review implications associated with the level of access that has been granted to authorize users including Internet, VDI and web portals for staff /student access.
10. Internet Usage – evaluate how NPSD secures sensitive data and applications: how we block unnecessary and unauthorized websites: and the tools we use for monitoring the URLs, links and Web pages that were visited. Identify any immediate problems. Asses URL/web filtering and access restrictions.
11. Virus Protection - evaluate the software used to prevent impact from viruses. Perform a threat assessment to identify vulnerabilities.
12. Logon Security - evaluate password policies and review current logon auditing practices.

3.4 Final Report

The report on outcomes from the evaluation should include the following at a *minimum*:

1. Purpose of the vulnerability assessment/Penetration test (Compliance with regulations (PCI, FERPA, etc.), best practices, etc.
2. The company name and the names of the testers and their credentials. Credentialed certifications may include but are not limited to:
 - a. PCI Qualified Security Assessor – QSA
 - b. HIPAA HITRUST Assessor – CSF
 - c. Certified Information Systems Security Professional – CISSP
 - d. Certified Information Systems Auditor – CISA
 - e. Project Management Institute Professional – PMP
 - f. International Society of Forensic Computer Examiners – CCE
 - g. Certified Wireless Network Administrator – CWNA
 - h. Certified Wireless Security Professional – CWSP
 - i. Certified Internet Webmaster Security Analyst
 - j. Information Technology Infrastructure Library Foundations – ITIL Foundations
 - k. NSA Certified Information Systems Security Professional (NSTISSI-4011)
 - l. NSA Certified Risk Analyst (CNSSI-4016)
 - m. NSA Certified System Certifier (NSTISSI-4015)
3. The report should include what tools were used to perform the tests.
4. The report should detail the duration of the tests.
5. An executive summary, in fairly non-technical language that can be shared with constituents in the district such as the Superintendent, Assistant Superintendent, CFO, Board members, etc.
6. Details of the vulnerabilities that were found, and in the case of a penetration test should include whether the consultants were able to successfully exploit the vulnerabilities.
7. Details of External Penetration tests
8. Details of Internal Penetration tests
9. Details of Wireless network tests
10. Details Web application tests
11. Results of any social engineering tests such as Phishing that were performed.
12. The report should include a risk rating for each vulnerability found to aid in establishing the priority of remediation.
13. If the assessment found sensitive information (PII, SSN, etc.)
14. Remediation steps should be included for each of the vulnerabilities found. If there is no remediation available (for example end of life devices or software) that should also be noted.
15. Roadmap for planning the next steps for remediation and future prevention including options for CISO and/or VCISO options as recommended.
16. An itemized list of remediation options and costs as applicable and appropriate.

EXHIBIT A - PROPOSAL INFORMATION FORM

All information requested by the District relating to the Request for Proposal is attached to and being submitted with this PROPOSAL INFORMATION FORM.

1. Addendum(s)

Addenda Numbers you have received (if applicable)

	Acknowledged

2. Proposal Submittal Requirements

Proposers must respond to all required Evaluation Criteria. **Please use the attached forms,** and use separate sheets of paper for additional attachments as necessary.

Additionally, Proposers must sign all required forms where noted.

3. Signatures

Addenda	Date
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By signing below, Proposer hereby certifies that the Proposal has been made without any connection with any other Proposer and is in all respects fair and without collusion or fraud, and it is made with the understanding that no elected officer or any employee of the District is interested therein, directly or indirectly, unless otherwise stated.

Having carefully examined the requirements, it is stated that the undersigned has full authority to make and execute an agreement with North Penn School District.

Company

Address

Street City State and Zip Code

()()

Telephone (include area code) Fax (include area code)

Signature Date

Typed Name and Title

EXHIBIT B

AFFIDAVIT OF NON-COLLUSION

Commonwealth of Pennsylvania

Contract/Bid Title: Cybersecurity Assessment

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

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

I state that:

1. The price(s) and the 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 complimentary 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 noncompetitive bid.
5. My firm its affiliates, 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 acknowledges that
(Name of my firm)

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

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20

Notary Public

My Commission Expires:

EXHIBIT C - W-9 FORM

EXHIBIT D – INSURANCE REQUIREMENTS

The successful vendor will be required to provide a certificate of insurance to the District prior to the issuance of the purchase order and commencement of the contract.

Additional Insured Requirement

Name North Penn School District as an additional insured.

Coverage Amounts Required

Commercial General Liability Coverage

\$1,000,000 per occurrence

\$3,000,000 aggregate

Comprehensive Automobile Coverage

\$1,000,000 combined single limit.

Worker's Compensation and Employers Liability

Must carry coverage for Statutory Worker's Compensation and Employers Liability limit of:

\$100,000 Each Accident

\$500,000 Disease Policy Limit

\$100,000 Disease -Each Employee

Must include coverage for occupational disease, sickness, and death

Must include Broad Form All States Endorsement/other states endorsement

ADDITIONAL REQUIREMENTS

Must include Premises and Operations Liability

Must include Explosion, Collapse and Underground Coverage

Must include Broad Form Blanket Contractual

Must include Personal Injury (Group A, B, C) and delete Employment exclusion Must include Product and Completed Operations Coverage

Must include Broad Form Property Damage including Completed Operations Must include Independent Contractors Coverage (Owners & Contractors protective)

North Penn School District District requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.