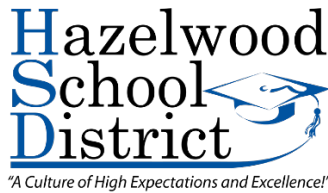


**Hazelwood School District Request for Proposals (RFP) for  
Information Technology Audit Services**

**Due:**

**February 25, 2025**

**Time: 10:00 a.m. CDT**



February 3, 2025

**REQUEST FOR PROPOSAL**  
**INFORMATION TECHNOLOGY AUDITING SERVICES**

The Hazelwood School District seeks proposals from experienced firms to conduct a comprehensive information technology audit for the Hazelwood School District (HSD). This audit will collect and evaluate evidence of HSD's information technology systems, practices, and operations to determine if changes are needed in the existing structure to meet current and future needs.

Any questions regarding the specifications are to be directed to Danielle Thomas, Director of Purchasing & Supplier Diversity no later than **2:00 pm on Tuesday, February 18, 2025** through the Vendor Registry online question submission process via the district's website at <https://www.hazelwoodschoools.org/Page/2238>. Only these inquiries will be answered. Any items requiring clarification will be distributed to all known vendors.

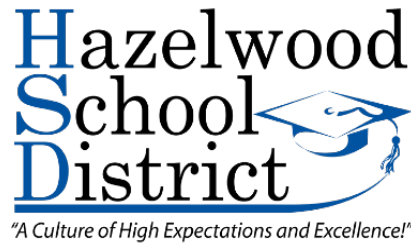
Interested parties should submit their proposal through Vendor Registry via the district's website at <https://www.hazelwoodschoools.org/Page/2238> on or before **10:00am on Tuesday, February 25, 2025**.

Sealed proposals shall contain the following non-amended forms:

Proposal Forms including:

- HSD Form A – MBE/WBE Subcontractor Utilization Form
- HSD Form B - MBE/WBE Subcontractor Solicitation Form
- Agreement for Contracted Services

Responses must be submitted by the time and date listed above through the District's Vendor Registry online portal via the district's website at <https://www.hazelwoodschoools.org/Page/2238>. The Hazelwood School District is not responsible for late or incorrect proposals. The Hazelwood School District reserves the right to accept or reject any and all proposals. Once the Hazelwood School District has awarded the Proposal, the Proposal Submission will represent as the contractual agreement unless otherwise communicated.



## **Request for Proposal – Information Technology Audit Services**

### **1.0 Purpose**

The Hazelwood School District seeks proposals from experienced firms to conduct a comprehensive information technology audit for the Hazelwood School District (HSD). This audit will collect and evaluate evidence of HSD's information technology systems, practices, and operations to determine if changes are needed in the existing structure to meet current and future needs.

### **2.0 Background /Demographic Information**

The Hazelwood School District ("District" or "HSD"), is a high performing school system in St. Louis County, Missouri. The District comprises 78 square miles, and currently services approximately 16,500 students in grades PK-12 and employs 2,300 full-time personnel. The District's physical plant includes three high schools, six middle schools, twenty elementary schools, three early childhood education centers, and administration building and support services facility.

### **3.0 General Conditions**

1. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. However, the District may select a small number of Companies to make a presentation/attend an interview at the Company's own expense. Notification will be given to qualified proposers. This may be virtual at the district's discretion.
2. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in preparing Proposals in response to this request.
3. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.

4. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
5. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
6. Proposals may contain data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Company marks the letter of transmittal of the Proposal with the following statement: **“Technical data contained on pages \_\_\_\_\_ and \_\_\_\_\_ in this Proposal furnished in connection with the Request for Proposal of the Hazelwood School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Hazelwood School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”** The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above statement. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
7. Code Integrity Warranty: The Vendor warrants and represents that the Vendor’s software, other than the key software, does not and will not contain any program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, malicious logic, worm, Trojan horse, bug, error, defect or trap door that is capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with or otherwise harming the software, any computers, networks, data or other electronically stored information, or computer programs or systems (collectively, "disabling procedures"). Such representation and warranty applies regardless of whether such disabling procedures are authorized by the Vendor to be included in the Vendor’s software. If the Vendor incorporates into the software programs or routines supplied by other vendors, licensors or contractors (other than the key software), the Vendor shall obtain comparable warranties from such providers or the Vendor shall take appropriate action to ensure that such programs or routines are free of disabling procedures.

Notwithstanding any other limitations in this agreement, the Vendor agrees to notify the District immediately upon discovery of any disabling procedures that are or may be included in the software, and, if disabling procedures are discovered or reasonably suspected to be present in the Vendor's software, The Vendor, as its entire liability and District's sole and exclusive remedy for the breach of the warranty agrees to take action immediately, at its own expense, to identify and eradicate (or to equip the District to identify and eradicate) such disabling procedures and carry out any recovery necessary to remedy any impact of such disabling procedures.

8. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
9. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
10. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
11. The District reserves the right to enter into a contract with one firm or multiple firms to provide the services contemplated by this RFP.
12. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into the contract between the District and the successful Company.
13. Termination for Cause: In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate the contract for cause by specifying reasons and the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Hazelwood School District also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any cost incurred.

#### **4.0 Proposal Format**

1. Proposals must be concise and organized. Proposals shall be limited to twelve (12) pages; not including the letter of transmittal, executive summary, attachments required by the District or personnel resumes.
2. The Proposal shall include a Letter of Transmittal that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal should be under the signature of a Company officer.
3. The Proposal shall include an Executive Summary that briefly describes the Company's approach to meeting the District's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The executive summary must be no longer than three (3) pages. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.

#### **5.0 Organization, Staffing and Qualifications**

- a. Include names, titles and specific responsibilities of team members. Clearly indicate the Company's prior experience in school district information technology audits, if applicable.
- b. Give the address of the specific office which will have responsibility for performing the work.
- c. List the qualifications of personnel by discipline presently employed, as of the date of this Proposal, at the office specified above. If personnel are qualified in several disciplines, list the personnel only once under their primary discipline. Clearly indicate prior experience in school district information technology audits, if applicable.
- d. Through narrative discussion, show reason why the Company believes it is especially qualified to undertake this project. Discuss any unique qualifications that the Company possesses which would be of a benefit to the District in the execution of this project.
- e. List recent examples of the Company's school information technology audit experience during the last five (5) years. For each project, indicate the name of school district, contact person, and phone number.
- f. Include references from other School Districts with name, address and phone number of contact person. Only include references for which the Company has completed projects in the past five (5) years.

## **6.0 Other Information**

The Company shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit. The District pledges absolute confidentiality on all litigation disclosed.

- The Company must complete Attachment 1, **“Company Identification Form.”**
- The Company must complete Attachment 2, **“References and Experience,”** including a listing of all Missouri school districts for which the company has provided services. The Company should provide information on projects of a similar nature to that described in this RFP. Information on projects shall include the year the work was completed.

## **7.0 Scope of Work**

The selected firm will conduct a comprehensive audit that includes, but is not limited to, the following areas. Firms can submit a proposal for auditing all items or specific items individually, both proposals will be considered. Firms must fill out the Bid Pricing sheet.

### **7.1 Current Technology Landscape Assessment**

- a) Evaluate the existing information technology infrastructure, hardware, software, and network capabilities
- b) Assess organizational effectiveness, application support and business continuity management
- c) Assess classroom and administrative office technology integration, including devices, interactive whiteboards, and other educational technology tools, including the Student Information System (SIS)
- d) Review special program technology needs (e.g., PLTW, broadcasting, Innovation teams)

### **7.2 Device Management and Refresh Planning**

- a) Assess current device inventory and management for both staff and students
- b) Evaluate the existing device refresh cycle and recommend improvements
- c) Analyze total cost of ownership (TCO) for various device options
- d) Provide recommendations for a 4-year device refresh plan

### **7.3 Infrastructure and Network Evaluation**

- a) Assess current network infrastructure, including wired and wireless networks
- b) Evaluate bandwidth capacity and internet connectivity
- c) Review network security measures and data protection strategies
- d) Assess systems lifecycles, data management, system implementation, data loss prevention, data privacy, identity access management

### **7.4 Professional Development and Training Assessment**

- a) Review current technology-related professional development offerings

- b) Assess the effectiveness of existing training programs
- c) Recommend improvements for ongoing coaching and support mechanisms

## **7.5 Technical Support and Maintenance Evaluation**

- a) Analyze current IT support structure and staffing levels
- b) Assess help desk operations and service delivery
- c) Evaluate existing maintenance and repair processes for devices

**\*As this is intended to be a comprehensive analysis of the district's information technology, proposers are expected to indicate any areas where, in their assessment, the district's information technology could be assessed or improved through an audit process. This may include any items not specified in 7.1 through 7.5. Any such items and pricing, if not already included in another area, should be indicated in the pricing page as a separate line item(s).**

## **8.0 Proposal Requirements**

For the purpose of evaluation, the following information will be included in the proposal:

- Introduction of your company, history, and qualifications for this project.
- Description of methods and processes to be used in acquiring data.
- Describe work experience with school districts and information technology audits in the last five (5) years; provide contact names, phone numbers, and e-mail addresses of at least three (3) clients.
- Briefly describe the services the firm provides and how those services will benefit the District.
- Describe data that will need to be provided by the District to assist in the analysis and projections.
- Detailed description of the audit process and methodology with data collection and analysis techniques
- Proposed timeline for completion of the audit
- A sample technology audit report from a previous client (with confidential information redacted)

## **8.1 Deliverables**

The selected firm will provide:

- A comprehensive written report detailing findings and recommendations
- An executive summary for district leadership and school board
- A presentation of findings to district leadership (and school board if required)
- Prioritized recommendations that are broken into the areas covered in the scope of work.
- Suggested Key Performance Indicators (KPI) for measuring future success

## **9.0 Award Criteria**

The proposal evaluation committee shall choose the proposer who is deemed to be in the best interest of the District based on, but not limited to, the following factors:

- Responsiveness and completeness of the vendor's proposal, including whether or not the vendor has provided all information requested in the RFP.
- Proposers understanding of and ability to address the RFP requirements.
- Proposers experience and reference of similar sized school district clients



- Cost
- Proposers ability to provide the requested services.
- Project approach: Logical, organized, innovative understanding, and experience with similar projects.
- MBE/WBE participation.

## Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Consultadd Inc. Bharat Bhate Founder & President

Legal name	Representative's Name	Title
175 Greenwich Street, 38th floor, New York, NY 10007	212-390-0111	N/A

Address	City/State/Zip	Telephone #	Fax #
publicservices@consultadd.com			

E-mail Address

14+

Years in Operation	Years under current structure and/or under previous structure
--------------------	---

1) Name of Authorized Officer:

NAME

TITLE

Bharat Bhate

Founder & President

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Bharat Bhate

Authorized Signature

Print/Typed

Authorized Signature

Signed

Date 02/25/2025

## **Attachment 2 - References and Experience**

Each Company must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

**List as primary references any current contracts for demographer services currently in force with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.**

1) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name and Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name and Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

3) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name and Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

4) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name and Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

5) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name and Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

**Attachment 2 - References and Experience (Continued)**

References and Experience (continued)

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to Company's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Company's Proposal if the facts discovered indicate that the completion of a Contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations for default in the past five (5) years, so indicate.

**TERMINATED CONTRACTS WITHIN THE LAST FIVE (5) YEARS.**

	#1	#2	#3
Company Name			
Business Address			
Name of Contact			
Title of Contact			
Phone Number of Contact			
Contract Length			
Contract Value			

## **1. AWARD**

- a. Award(s) may be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. The District may request additional information and/or an interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

## **2. RIGHT TO REJECT**

- a. The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

## **3. PROPOSALS FINAL**

- a. All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation. All proposals shall be considered valid for a minimum of 60 days.

## **4. COST OF PREPARATION**

- a. The cost of preparing and submitting a response to this RFP will be assumed solely by each Proposer, whether or not any agreement is signed as a result of the RFP.

## **5. OWNERSHIP OF SUBMITTALS**

- a. All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Proposer and the District.

## **6. RFP INTERPRETATION**

- a. Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

## **7. PRICE**

- a. Proposers are cautioned that services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated. No increase in costs will be permitted during the term of the contract.

## **8. CONTRACT**

- a. The Hazelwood School Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be within 60 days of

proposed submission. The successful Proposer will be required to enter into a written contract with the District which will include, but not limited to, the scope of services described herein and the contract provisions included herein. Vendor shall return properly executed prescribed copies of contract along with all required certificates of insurance, bonds, etc., required by these documents to the Owner within seven (7) working days after their receipt.

## **9. BILLING & PAYMENT**

- a. Invoices shall be submitted directly to the Hazelwood School District via email at [accountspayable@hazelwoodschoools.org](mailto:accountspayable@hazelwoodschoools.org) or mailed to the District's Finance Office at
- b. 15955 New Halls Ferry Road, Florissant, MO 63031. Each invoice should contain the District purchase order number, date of shipment, quantity, price and item(s) shipped. Invoices will not become due and payable until all times listed on the invoice are received complete.
- c. Hazelwood School District's payment terms are Net 45 days.

## **10. INSURANCE**

The successful Proposer will be expected to provide the following types of insurance with the described limits:

Comprehensive General Liability (Including Contractual Liability)	<u>\$1,000,000</u> per person per occurrence
	i. <u>\$1,000,000</u> property damage per occurrence
	ii. <u>\$1,000,000</u> aggregate all claims per occurrence
Workers' Compensation	As required by applicable law
Employer's Liability	<u>\$1,000,000</u> per occurrence
Automotive Liability	<u>\$1,000,000</u> per occurrence
Professional Errors and Omissions	<u>\$1,000,000</u> per occurrence

## **11. TAXES**

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

## **12. NO PARTICIPATION**

The successful Proposer shall not directly or indirectly participate as a proposer, bidder, or subcontractor to a proposer or bidder on any bids or request for proposals to be designed, or services to be provided, as part of the projects contemplated by this RFP.

### **13. USE OF INFORMATION**

- a. Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information (“Information”) furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of the District and, when in tangible form, all copies of such information shall be returned to the District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by the District or third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.
- b. No specifications, drawings, sketches, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

### **14. POLICIES AND CONFIDENTIALITY**

- a. The successful Proposer shall be required to follow all District policies, including those regarding confidentiality of student records.

### **15. PERMITS AND FEES**

16. The vendor shall secure and pay for all permits and governmental fees necessary for the proper execution and completion of the work.
17. The vendor shall comply fully with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work.


**PROPOSAL PRICE SHEET**

<b>Deliverable</b>	<b>Ability to Provide Service (yes/no)</b>	<b>Bid Amount</b>
<b>7.1 Current Technology Landscape Assessment</b> <ul style="list-style-type: none"> <li>• Evaluate the existing information technology infrastructure, hardware, software, and network capabilities</li> <li>• Assess organizational effectiveness, application support and business continuity management</li> <li>• Assess classroom and administrative office technology integration, including devices, interactive whiteboards, and other educational technology tools, including the Student Information System (SIS)</li> <li>• Review special program technology needs (e.g., PLTW, broadcasting, Innovation teams)</li> </ul>	Yes	\$12,000
<b>7.2 Device Management and Refresh Planning</b> <ul style="list-style-type: none"> <li>• Assess current device inventory and management for both staff and students</li> <li>• Evaluate the existing device refresh cycle and recommend improvements</li> <li>• Analyze total cost of ownership (TCO) for various device options</li> <li>• Provide recommendations for a 4-year device refresh plan</li> </ul>	Yes	\$9,000
<b>7.3 Infrastructure and Network Evaluation</b> <ul style="list-style-type: none"> <li>• Assess current network infrastructure, including wired and wireless networks</li> <li>• Evaluate bandwidth capacity and internet connectivity</li> <li>• Review network security measures and data protection strategies</li> <li>• Assess systems lifecycles, data management, system implementation, data loss prevention, data privacy, identity access management</li> </ul>	Yes	\$11,780



<b>7.4 Professional Development and Training Assessment</b> <ul style="list-style-type: none"> <li>• Review current technology-related professional development offerings</li> <li>• Assess the effectiveness of existing training programs</li> <li>• Recommend improvements for ongoing coaching and support mechanisms</li> </ul>	Yes	\$6,350
<b>7.5 Technical Support and Maintenance Evaluation</b> <ul style="list-style-type: none"> <li>• Analyze current IT support structure and staffing levels</li> <li>• Assess help desk operations and service delivery</li> <li>• Evaluate existing maintenance and repair processes for devices</li> </ul>	Yes	\$6,960
<ul style="list-style-type: none"> <li>○ <b>List item(s) vendor recommends for comprehensive audit</b></li> </ul> <p>Cybersecurity rediness and compliance review for data security and compliance with FERPA and other state policies</p>	Yes	\$ 2,410
<ul style="list-style-type: none"> <li>○ <b>List item(s) vendor recommends for comprehensive audit</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ <b>List item(s) vendor recommends for comprehensive audit</b></li> </ul>		

If applicable, indicate combined price of full scope to address complete audit \$ \$ 48,500

Consultadd Inc.	
Company Name	
175 Greenwich Street, 38th floor,	
Address	
New York, NY 10007	
City/Zip	Fax
212-390-0111	N/A
Phone	
274565433	
Federal Tax ID	
Bharat Bhate	02/25/2025
Print Name: Authorized Company Official	Date
	02/25/2025
Signature: Authorized Company Official	Date
publicservices@consultadd.com	
E-mail Address	

\*May include separate page for cost/fee structure.

## **SUPPLIER DIVERSITY**

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) in purchases made by the District. To this end the District has set goals for participation on all construction projects of 25% for MBEs and 5% for WBEs. The Supplier Diversity Program also encourages its business partners to strive for a workforce goal of twenty five percent (25%) minority and five percent (5%) women. The District may reject any and all proposals that do not meet its program goals.

Upon request and verification of need by the Hazelwood School District, the District will pay MBE/WBE contractors every two weeks for labor cost upon presentation of required documentation.

The Hazelwood School District Supplier Diversity Program can be downloaded from the district's website at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org); on the left side of the home page click on "Proposals and Proposals," then go to the section labeled "Documentation." The entire program including **forms A and B** are located within the Supplier Diversity document.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the proposal opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any and all Proposals, to waive informalities therein to determine the lowest and best proposal, and to approve the Bond. No Proposal may be withdrawn for a period of 60 days subsequent to the specified time for receipt of proposals.



**HAZELWOOD SCHOOLDISTRICT  
Supplier Diversity Program**

**MBE/WBE SUBCONTRACTOR SOLICITATION REPORT**

**Project Name:**

---

**Prime Contractor:**

---

I have contacted the following minority and women business enterprises and will not subcontract with them due to the reasons cited below: (Attach additional pages as necessary)

**Firm Name and**

<hr/>		
Contact Person	Mailing Address	Reason not utilized
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>		
<hr/>	<hr/>	
<hr/>	<hr/>	

**HSD FORM B**

## **Additional Information**

### **E-Verify**

Section 285.530, RSMo, requires businesses that contract with districts for services that may exceed \$5,000 to provide affidavits affirming that the businesses use E-Verify and do not employ illegal workers in connection with the contract.

### **OSHA Training**

§292.675, RSMo., requires contractors and subcontractors to provide a ten (10) hour OSHA construction safety program for on-site workers of public works projects. If employees/workers/laborers of the contractor or subcontractor have already completed the training program, they must have documentation of completing the program. They do not need to retake this training.

### **Client References**

Contractors must supply at least three (3) client references for completed work in the last 1-2 years. Please provide the organizations name, address, phone, contact person, project description and contract amount.

## **BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION**

### **BUSINESS ENTITY CERTIFICATION:**

**The Proposer must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

**BOX A:** To be completed by a non-business entity as defined below.

**BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [www.e-verify.gov/](http://www.e-verify.gov/).

**BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

### **BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**  
☐ The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (RFP/RFQ Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Rockwood School District with all documentation required in Box B of this document.

\_\_\_\_\_  
Authorized Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date



## **AFFIDAVIT OF WORK AUTHORIZATION:**

The consultant/contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Bharat Bhate (Name of Business Entity Authorized Representative) as Founder & President (Position/Title) first being duly sworn on my oath, affirm Consultadd Inc. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Consultadd Inc. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

<u>Authorized Representative's Signature</u>	<u>Bharat Bhate</u> Printed Name
<u>Founder &amp; President</u> Title	<u>02/25/2025</u> Date
<u>publicservices@consultadd.com</u> E-Mail Address	<u>2609384</u> E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

<u>Signature of Notary</u>	<u>Date</u>
----------------------------	-------------

**(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)**

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the consultant/contractor must perform/provide each of the following. The consultant/contractor should check each to verify completion/submission of all of the following:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: [www.e-verify.gov](http://www.e-verify.gov); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the consultant's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant's/contractor's name and the MOU signature page completed and signed, at minimum, by the consultant/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the consultant's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this document.

**(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant's/contractor's name and the MOU signature page completed and signed by the consultant/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted: \_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **RFP/RFQ Number** for Which Previous E-Verify Documentation Submitted:  
\_\_\_\_\_ (if known)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
E-Verify MOU Company ID Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Business Entity Name

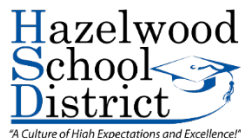
\_\_\_\_\_  
Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date



**AGREEMENT FOR CONTRACTED SERVICES**  
**Hazelwood School District**

Contractor: Consultadd Inc.

Address: 175 Greenwich Street, 38th floor,

City: New York,, State: NY, Zip: 10007

Telephone Number: 209-279-9621

Contractor's Tax identification Number (or Social Security Number):  
274565433

**Note:**

The successful contractor will be required to enter into a contract with the Owner per the proposal specifications and proposal submission.

1. **Scope of Services:** CONTRACTOR, in exchange for the compensation paid by DISTRICT under this contract, agrees to provide the following services:
2. **Term of Contract:** The term of this contract commences on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and terminates on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
3. **Compensation:** DISTRICT will pay for the services provided by CONTRACTOR under this contract an amount not to exceed \$ \_\_\_\_\_ per \_\_\_\_\_.
4. **Execution of Contract:** This contract is not effective until fully executed by both parties.

_____ Contractor's Signature	02/25/2025 _____ Date
---------------------------------	-----------------------------

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:	_____ Notary Public
------------------------	------------------------

_____ District's Signature	_____ Date
-------------------------------	---------------

## **PROPOSAL SUBMITTALS**

As a reminder, please verify that all submittals for this proposal are included with your response:

### **Check List**

1. HSD FORM A – MBE/WBE Subcontractor Utilization Form
2. HSD FORM B – MBE/WBE Subcontractor Solicitation Form
3. Proposal Response Sheet
4. E-Verify Affidavits
5. Completed W-9
6. Agreement for Contracted Services
7. RFP Proposal