KIPP Delta Public Schools Request for Proposals

Project: KIPP Delta Public Schools (KDPS) is soliciting requests for proposals (RFP) for technical support for the KIPP Delta Region

Release Date: JUNE 19, 2020
Bid/Proposals Due Date: JULY, 6 2020 by 10:00 AM

Contact Persons:

(1) ROBERT CHEEK, DATA SPECIALIST
    EMAIL: ROBERT.CHEEK@KIPPDELTA.ORG
    PHONE: 870-714-0400
    MAIL: PO BOX 743, HELENA, AR 72342

(2) VALERIE JAMES, CHIEF OPERATING OFFICER
    EMAIL: VALERIE.JAMES@KIPPDELTA.ORG
    PHONE: 870-714-0102
    MAIL: PO BOX 743, HELENA, AR 72342

(3) RAVEN ADAMS, FINANCE DIRECTOR
    EMAIL: RAVEN.ADAMS@KIPPDELTA.ORG
    PHONE: 870-714-0087
    MAIL: PO BOX 743, HELENA, AR 72342

(4) LINDA MURDOCK, MANAGING DIRECTOR OF HELENA OPERATIONS
    EMAIL: LINDA.MURDOCK@KIPPDELTA.ORG
    PHONE: 870-714-5074
    MAIL: PO BOX 743, HELENA, AR 72342

Contents
Section 10 – Assurances and Disclosures ----------------------------------------------- 12
Section 11 – Certifications------------------------------------------------------------- 14
    Suspension and Debarment Certification------------------------------------------- 14
    Lobbying Certification------------------------------------------------------------ 17
Section 12 – Bid Sheet ---------------------------------------------------------------- 18
Appendix A --------------------------------------------------------------------------- 19
KIPP Delta is soliciting proposals from technical support organizations with prior experience in supporting school districts to drive operational efficacy, school safety and security, and student learning and academic achievement through the utilization of technology. KIPP Delta has a strong preference to contract with organizations who have previously worked in the Arkansas Delta or similar high poverty, rural communities. Similarly, KIPP Delta has a preference to contract with organizations who have worked in the charter space. Support would be provided in Blytheville, Arkansas to students and faculty at KIPP Blytheville College Preparatory School and KIPP Blytheville Collegiate High School, and in Helena, Arkansas to students and faculty at KIPP Delta Elementary Literacy Academy, KIPP Delta College Preparatory School, and KIPP Delta Collegiate High School. Technical support would also be provided to the regional Central Office, our KIPP Through College guidance counseling team and the Regional Transportation Office.

Interested vendors should read this package thoroughly and return signed copies of sections 8, 9, and 10 along with their proposal and a copy of their W-9.

Solicitation responses must be received no later than 10:00 AM, July 6, 2020. Sealed bids may be provided in person or by mail.

- In-person delivery: regional finance office located on 215 Cherry Street, Helena, AR 72342. Place in sealed envelope attention: Valerie James, Chief Operating Officer, Technical Support Services Bid

- Mail delivery: attention Valerie James, Chief Operating Officer, Technical Support Services Bid, PO Box 743, Helena, AR 72342.

Reservations and Proprietary Information

Bids/proposals do not commit KIPP Delta to pay any costs incurred in the preparation thereof. Further, KIPP Delta reserves the right to accept or reject any or all bids/proposals or any part of a bid/proposal. All bid/proposal information, applications, briefs, sales brochures, etc. will become the property of KIPP Delta when submitted in response to this RFP. All bid/proposal documents submitted by the bidder shall be available for inspection after the bid/proposal opening and/or submission deadline has passed. Bidder should carefully mark each page that is considered proprietary so that it can clearly be identified as such.

Clarification

Any interpretation or correction of the bid/proposal documents/specifications will be made only by addendum and will be e-mailed or delivered to each prospective bidder of record. KIPP Delta will not be responsible for any oral explanations, assumptions, or interpretations of a bid/proposal at any point. All questions concerning a bid/proposal must be emailed to Robert Cheek, robert.cheek@kippdelta.org and linda.murdock@kippdelta.org.
All bids and/or proposals shall be available to the public opening, if asked. Bids and proposals shall not be subject to public review until after the evaluation has been completed.

Section 2 – Overview of KIPP Delta

Founded in 2002, KIPP Delta Public Schools aspires to lead high-performing, college-preparatory schools in the Arkansas Delta where students discover and pursue their passions. We provide a rigorous and aligned Pre-K-12 program built upon college-ready academic standards, effective instructional practices, and meaningful curricula and assessments. As a growing network of free, open-enrollment, public charter schools, KIPP Delta serves approximately 1,300 students across five schools in Helena and Blytheville, Arkansas. Rooted in an assets-based approach to teaching, leading, and coaching, KIPP Delta Public Schools is poised to transform lives and uplift the communities it is serving. KIPP Delta has four core values: Humility, High Expectations, Beyond Z, and Love and Care. Our work is rooted in these values.

Impact: With a mission to empower students from underserved communities to pursue a college education, 99% of our high school graduates have been accepted to college and 75% have graduated or are persisting in college. Our founding class is on track to quadruple the six-year graduation rate for educationally under-served students, which is just ten percent nationally. Our 2019 graduating classes earned $10 million in college scholarships.

For more information about the organization please visit www.KIPPDelta.org.

Section 3 – Scopes of Work

Description of Requested Services

KIPP Delta is soliciting proposals from information technology services organizations with prior experience in supporting school districts to drive operational efficacy, school safety and security, and student learning and academic achievement through the utilization of technology. KIPP Delta has a strong preference to contract with organizations who have previously worked in the Arkansas Delta or similar high poverty, rural communities. Similarly, KIPP Delta has a preference to contract with organizations who have worked and are familiar with the unique challenges faced by charter schools. Services would be provided in Blytheville, Arkansas to students and faculty at KIPP Blytheville College Preparatory School and KIPP Blytheville Collegiate High School, and in Helena, Arkansas to students and faculty at KIPP Delta Elementary Literacy Academy, KIPP Delta College Preparatory School, and KIPP Delta Collegiate High School (see Appendix A). Technical support would also be provided to our Central Offices located in Helena and Blytheville, our KIPP Through College guidance counseling team and the Regional Child Nutrition and Transportation Offices in Blytheville and Helena.

The provider will perform in-person and virtual support throughout the duration of the services provided.
**Scope of Work A: Outsourced Virtual CTO**

- Partnership with strategic thought partner through pre-scheduled, on-premises standing management meetings to review core service priorities, reports, and issues
- Assistance with planning for hardware and software procurement
- Bandwidth procurement and ISP management
- Procurement and management of filtering implemented to comply with the requirements of the Children’s Internet Protection Act
- Disaster and recovery planning
- Budgetary process support
- Vendor liaison support and vendor management including telecom, software/application vendors, data/infrastructure vendors
- Planning on license renewal and management
- Documentation collection and maintenance
  - Network map, location of assets, PC inventory and specifications
  - Server configuration, installations, and patches applied
  - Vendor contact information
  - Software licenses
  - Warranty and service plan information
  - Policies and procedures
  - Work logs from services performed
- Operational Reporting
  - Completed service tickets including time worked, communication logs, and resolution details.
  - Monthly summary report of opened and completed service tickets including totals by location and priority, time worked, average response and resolution times.

**Scope of Work B: End User, Telephony, Security Technical Support**

The services provided shall include but not be limited to the following:

- **Unlimited Helpdesk and Remote Support**
  - Includes unlimited support for devices, including (but not limited to): desk- and laptop computers, mobile devices (tablets, smart phones), Chromebooks, projectors, document cameras, smartboards, printers, scanners, phone systems, access control and video surveillance systems.
  - Application support including learning and communication applications.
- **Unlimited Onsite Support**
  - Unlimited proactive onsite visits with frequency determined by the needs of the school.
  - Reactive onsite visits for high priority issues that cannot be resolved remotely.
  - Onsite technicians should have passed state and federal background checks and shall be required to adhere to professional dress code standards.
- Support for designated essential applications used by KIPP Delta, including standard productivity software (e.g. MS Office), as well as educational, school, and facility administration software.
**Scope of Work C: Server Management (non E-Rate)**

- 24x7 performance and uptime monitoring
- Weekly analysis of errors, warnings, and alerts concerning applications and operating systems running on servers, server disk space utilization, general health of servers, print queues, terminal server sessions, mail queues, memory usage, and processor utilization.
- Daily review of backup log
- Confirmation that anti-virus program(s) are up-to-date, with remediation as needed
- Weekly Windows updates, including installation of pertinent service packs, security updates, and patches.
- Monthly reporting on problem resolution, status of hot fixes or patches applied.
- Real time server optimization
- Server Configuration Management
- Exchange/Hosted Mail Management

**Scope of Work D: Business Disruption Avoidance and Disaster Planning**

- Backup of KIPP Delta-designated essential data sources to include:
  - Select files and directories stored on on-premises servers
  - Application databases used by administrative and instructional staff (e.g. asset management, transportation software, food service, etc...)
  - Application installation and configuration files
- Semiannual restore from randomly selected tape media of exchange mailbox, selected files, folders, and databases, with results communicated in written form to KIPP Delta stakeholders.
- Semiannual analysis of integrity of all external media.
- Monthly cleaning of tape drive(s)
- Quarterly tests of UPS shutdown procedure and battery life analysis, with test results communicated in written form to KIPP Delta stakeholders.
- Semiannual test of RAID functionality and rebuild procedures, with test results communicated in written form to KIPP Delta stakeholders.
- Semiannual reporting on any issues, including: backup log errors, files skipped during backup, results from testing of UPS, RAID, and restore tests, age and replacement dates of all media, off-site backup service, etc.
- Managed Security
  - Anti-virus monitoring and management
  - Anti-spam monitoring and management
  - Regular vulnerability scan and report

**Section 4 – Proposal Requirements**

**Proposal Format**

Please provide separate quotations for each of the Scopes of Work outlined in Section 3.
Firm Information
Provide agency’s or individual’s name, address, website, and telephone number. Include name, title, and an email address of the individual who will serve as the agency’s primary contact. Include a brief description and history of your firm.

Services Approach
● Please explain your approach, style, and relevant processes with respect to:
  ○ End user technical support and issue resolution
  ○ Server patching
  ○ Data backup and recovery testing

Provide biographies and resumes of key staff and three references from other school districts you have provided similar services to in the past
● Please include resumes for all key staff.
● Please provide a list of three references of individuals or organizations who can provide information regarding the quality of the organization’s work.

Service Timeline and Capacity
● Proposals should include the information on proposed service timelines for tasks described in the scope of work section. Timelines should be in alignment with our school year and implementation timeline.

Cost
● Proposals must include all costs, including all expenses such as travel, lodging, meals, etc. Proposals should come in, at, or below $160,000 annually in order to be considered.
● Pricing quotes must remain valid through the end of the 2020-2021 fiscal year (or July 31, 2021), with renewal of pricing for scope of work herein for up to two (2) subsequent fiscal years (i.e., for fiscal years 2022 and 2023), with approval by KIPP Delta Public Schools.

Section 5 – Evaluation Criteria and Timeline

Timeline
● RFP Issuance or Release Date: June 19, 2020
Final Day to Submit Questions: June 30, 2020
Bids/Proposals Due: July 6, 2020, 10:00 A.M.
Award Announced: July 7, 2020
Protest Period: July 7, 2020 – July 14, 2020

Evaluation Criteria

No proposals will be accepted from organizations without proof that evaluators have cleared employability/background checks. Total cost of scope and quality of materials will be considered during the review and award of the contract. Proposals submitted to KIPP Delta Public Schools will be reviewed by the Chief Academic Officer, Academic Specialist, Director of Finance, Managing Director of Operations, and Interim Executive Director. Proposals will be evaluated on the criteria identified below.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Description</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Cost of services (proposals greater than $160,000 will not be considered)</td>
<td>40</td>
</tr>
<tr>
<td>Competence</td>
<td>Experience of staff assigned to the project, quality of references, and prior experience working in the Arkansas Delta or similar high poverty communities. Experience working directly with charter schools.</td>
<td>40</td>
</tr>
<tr>
<td>Completeness</td>
<td>Quality and completeness of the submitted proposal</td>
<td>20</td>
</tr>
</tbody>
</table>

(must equal 100 points) 100

Upon acceptance of all proposals, KIPP Delta will review, score, and select a vendor.

Response to Solicitation
Upon acceptance of all bids/proposals, KDPS will review, score, and select a vendor. KDPS will respond to all vendors in writing with a decision after all proposals are reviewed and scored.

Section 6 – Conditions of Solicitation

KDPS reserves the right, in its sole discretion:

1. to amend the solicitation;
2. to extend the deadline for submitting proposals;
3. to decide whether a proposal does or does not substantially comply with the requirements of this RFP;
4. to waive any minor irregularity, informality, or nonconformance with this solicitation; and
5. to obtain or provide references to other public agencies, upon request, regarding the bidders contract performance; and
6. Any time prior to the contract execution (including after announcement of the apparent awardee) to reject any proposal that fails to substantially comply with all prescribed solicitation requirements and procedures.

The release of this solicitation does not constitute an acceptance of any offer, nor does such release in any way obligate KDPS to execute a contract with any other party. The bidder shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the solicitation shall be in writing.
2. KDPS will not be liable for any costs associated with the preparation of proposals.
3. KDPS reserves the right to accept any proposal as submitted without substantive negotiation of offered terms, services, or prices. Therefore, all applicants are advised to propose their most favorable terms initially. Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for the bid for the purpose of clarification to assure full understanding of and responsiveness to solicitation requirements, but proposals may be accepted without such discussions.
4. Applicants may designate those portions of the proposal which contain trade secrets or other proprietary data.
5. KDPS reserves the right to cancel this solicitation in writing when it is determined to be in the best interest of KDPS.
6. Any proposal or modification of a proposal received after the due date and time is considered late and will not be considered for acceptance unless the receipt is delayed by the action or inaction KDPS personnel directly or is in response to a negotiation of the bid.
7. The applicant represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth by the Arkansas Department of Finance and Administration Rules and Regulations.
8. The applicant shall perform all services as an independent contractor and shall at no time act as an agent or employee of KDPS. No act performed or representation made, whether oral or written, by the applicant to third parties shall be binding to KDPS.
9. The selected bidder “Vendor” agrees to defend, indemnify and hold KIPP Delta, Inc. harmless from any liability or claim for damage because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the Vendor’s arising out of or related to the performance of the construction Contract. Each Contractor is acting in the capacity of an independent Vendor with respect to KDPS. The Vendor further agrees to protect, defend and indemnify KDPS from any claims by laborers, subcontractors or material men for unpaid work or labor performed or materials supplied in connection with the Contract.
10. The selected vendor must protect all property of KDPS (i.e. floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by vendor at his/her own expense. At the completion of work, the vendor must remove from the premises all surplus materials and all debris created. The premises must be left in a broom clean and finished condition acceptable to KDPS.

Confidentiality Information:
Bidders are advised that materials contained in proposals are subject to the Arkansas Freedom of Information Act and may be viewed and copied by any member of the public, including news agencies and competitors. Bidders claiming a statutory exception to the Arkansas Freedom of Information Act must place all confidential documents in a sealed envelope(s) clearly marked “Confidential” and must indicate on the outside of their proposal package that confidential materials are included. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Arkansas Freedom of Information Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent(s). If an agreement can be reached, the proposal will be considered. If an agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent(s). The State will not determine prices to be confidential information.

Section 7 – Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract by KIPP Delta may protest to the Executive Director in accordance with procedures established by the Board of Directors.

KIPP Delta’s protest procedures are as follows:

(1) The Executive Director has authority from the Board of Directors to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;

(2) Any person aggrieved by KIPP Delta’s solicitation or award of a contract shall submit such a protest in writing within seven (7) calendar days after the aggrieved person knows or should have known of the facts given rise to the protest;

(3) The Executive Director shall give written notice to all persons involved and give those persons an opportunity to respond to the protest issues in writing;

(4) The Executive Director shall issue a written decision to all interested parties concerning the protest. The decision must state the reasons for the action taken;

(5) The Executive Director shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the KIPP Delta contract pending the resolution of the protest;

(6) The Executive Director’s written decision shall address the award of costs with regard to successful protests; and

(7) A decision on a protest under these procedures shall be final and conclusive.
KIPP Delta Public Schools

Project: TECHNICAL SUPPORT FOR KIPP DELTA PUBLIC SCHOOLS

Company name:

Company address:

Primary contact:

Email address:

Phone number:

By my signature below, I hereby represent that I am (a) authorized to bind the applicant to the provisions of the attached Bid/Proposal; (b) qualified to do business and is in good standing in the state of Arkansas; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) that notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

The undersigned offers and agrees to provide the specified services in accordance with the provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

______________________________________________________
Printed Name and Title

___________________________________ __________________________
Signature Date

Proposal Due Date: 10:00 AM, JULY 6, 2020 Central Standard Time
Hard copies of bid must be provided in-person or through the mail.
In-person: 215 Cherry Street, Helena, AR 72342
Mail: P.O. Box 743, Helena, AR 72342
Legal Business Name or Entity: ____________________________________________________

Doing Business as: ______________________________________________________________

Nature of Business: ______________________________________________________________

Number of years in operation: __________________________________________________

Veteran owned business? Yes/No

Small-business? Yes/No

Woman-owned business? Yes/No

Minority-owned business? Yes/No

_____________________________________________________
Printed Name and Title

__________________________  ______________________________
Signature  Date
Section 10 – Assurances and Disclosures

The winning bidder will also be required to complete forms associated with the Governor’s Executive Order 98-04 before the award of a contract. Information on Governor’s Executive Order 98-04 can be found on the following web site:


Failure to make any disclosures required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this grant. Any applicant who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal sanctions available to the ADE.

I, ____________________________________________________ hereby state:

1. I am the duly authorized agent of ______________________________, the Bidder/Vendor submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and Region officials, as well as facts pertaining to the giving or offering of things of value to Region personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

3. I understand that per Section 6.19.2 and Ark. Code Ann 6-23-503(b)2(2), that: “No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the state of Arkansas or its political subdivisions, and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit, or taxing power of the state of Arkansas or its political subdivisions.”

4. Neither the Bidder nor anyone subject to the Bidder’s direction or control has been a party:

   a. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
   b. To any collusion with any Region official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
   c. In any discussions between Proposers and any Region official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

5. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the Region.
Certification and Violations Disclosure -

1. Is the company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency? ________ Yes _______ No

2. Has the company in the last five years ever been found in violation of the Equal Opportunity Clause? ________ Yes _______ No

3. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? ________ Yes _______ No

4. Is the company or any of its employees presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure? ________ Yes _______ No

5. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract? ________ Yes _______ No

6. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? ________ Yes _______ No

7. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance? ________ Yes _______ No

(If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

Conflict of Interest Disclosure:

1. Does any school board member or employee of the Region have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? ________ Yes _______ No

2. Does any school board member or employee of the Region have a family relationship with anyone employed by your business? ________ Yes _______ No

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Did you or your company assist the Region or any agent of the Region with the development of the bid specifications? ________ Yes _______ No
If yes:
  a. Were you or your company compensated? _______ Yes     _________No
  b. Is your company’s name or identity included anywhere within the specifications? _______
     Yes     _________No
  c. Were you offered any preferential treatment in the bid evaluation process? _________ Yes
     _______No

______________________________________
Printed Name and Title

______________________________________  _______________________
Signature                                      Date

Section 11 – Certifications

Suspension and Debarment Certification

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower-Tier Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

1. The prospective lower-tier participant certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

7. A participant in a covered transaction may rely on a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
Lobbying Certification

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, an officer or employee of U.S. Congress, or an employee of a member of U.S. Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a member of U.S. Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding $100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

_______________________________________
Name(s) and Titles of Authorized Representative(s)

_______________________________________
Signatures

Date
Section 12 – Bid Sheet

Name of Vendor: __________________________________________________

This document contains a bid solicitation to provide technical support services to KIPP Delta Public School for the 2020-2021 school year

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outsourced Virtual CTO</td>
<td></td>
</tr>
<tr>
<td>End User, Telephony, Security Technical Support</td>
<td></td>
</tr>
<tr>
<td>Server Management (non E-Rate)</td>
<td></td>
</tr>
<tr>
<td>Business Disruption Avoidance and Disaster Planning</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Bids must remain valid for thirty days. All totals must be carried out to the second decimal place and must not be rounded. No additional fees, costs or expenses may be charged to KIPP Delta above the fixed price cost. Applicable taxes will be applied to the winning bidder’s fixed cost bid price(s).

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations and in accordance to the terms and conditions of this IFB.

The bidder shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the solicitation/contract.

__________________________________________  ______________________
Signature of Vendor Representative             Date

ACCEPTANCE OF PROPOSAL

__________________________________________  ______________________
Date                                                                 Signature of KDPS Representative                      Title

__________________________________________  ______________________
Date                                                                 Signature of KDPS Representative                      Title

__________________________________________  ______________________
Date                                                                 Signature of KDPS Representative                      Title
Appendix A

List of Service Locations

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Physical Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIPP Delta Collegiate High School</td>
<td>215 Cherry St, Helena-West Helena, AR 72342</td>
<td>870-338-8138</td>
</tr>
<tr>
<td>KIPP Delta College Preparatory School</td>
<td>514 Missouri St, Helena-West Helena, AR 72342</td>
<td>870-338-9444</td>
</tr>
<tr>
<td>KIPP Delta Elementary Literacy Academy</td>
<td>1020 Plaza St, Helena-West Helena, AR 72390</td>
<td>870-338-9800</td>
</tr>
<tr>
<td>KIPP Blytheville Collegiate High School</td>
<td>1200 Byrum Rd, Blytheville, AR 72315</td>
<td>870-780-6333</td>
</tr>
<tr>
<td>KIPP Blytheville College Preparatory School</td>
<td>1124 W. Moultrie Dr., Blytheville, AR 72315</td>
<td>870-776-8833</td>
</tr>
<tr>
<td>Regional Transportation Department</td>
<td>102 Walnut Helena, AR 72342</td>
<td>870-817-8074</td>
</tr>
<tr>
<td>KIPP Delta Central Office Blytheville</td>
<td>1121 W. Hardin, Blytheville, AR 72315</td>
<td>870-753-9035</td>
</tr>
<tr>
<td>KIPP Delta Central Office Helena</td>
<td>320 Missouri St, Helena-West Helena, AR 72342</td>
<td>870-753-9035</td>
</tr>
</tbody>
</table>