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# REQUEST FOR PROPOSAL

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OUT OF SCHOOL TIME  
2023 & 2024 SUMMER B.O.O.S.T. PROGRAM EVALUATION



MAY 19, 2023  
PITTSBURGH PUBLIC SCHOOL DISTRICT  
341 South Bellefield Ave, Pittsburgh, PA 15213

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**RFP: OUT OF SCHOOL TIME  
2023 & 2024 SUMMER B.O.O.S.T. PROGRAM EVALUATION**

Invitation Date: May 19, 2023  
Due Date: May 26, 2023  
For (address): Pittsburgh Public School District  
Office of Data, Research, Evaluation and Assessment  
341 South Bellefield Ave,  
Pittsburgh, PA 15213

**SECTION 1**

**REQUEST FOR PROPOSAL INVITATION**

The Pittsburgh Public School District invites qualified external evaluators to submit a proposal to evaluate its Out-of-School Time of the 2023 and 2024 Summer B.O.O.S.T. program. For the 2023 Summer B.O.O.S.T., there will be three regional locations that will serve students who have completed Kindergarten through 7<sup>th</sup> grade in the district and locations and grade levels will be determined in the future for the 2024 Summer B.O.O.S.T. It is a two-years evaluation of the Summer B.O.O.S.T. program with the 2023 data informing the process for 2024.

Copies of the Request for Proposal (RFP) are available on the Pittsburgh Public Schools website: <https://www.pghschools.org/>.

It is the responsibility of all bidders and other interested parties to examine the entire RFP and seek clarification in writing if they do not understand any information and/or instructions.

The Pittsburgh Public School District reserves the right to answer or not answer any question(s) received.

The contract agreement for this evaluation will be based on per agreed services within the stated timeframe. The elements of the desired educational activities to be evaluated, scope of the work, detailed proposal requirements, milestones and terms are discussed in the RFP.

To be considered as the evaluator of this project, your proposal submission must be received on or before 12:00pm EST on Friday, May 26, 2023, via email to [sstefanik1@pghschools.org](mailto:sstefanik1@pghschools.org) and cc'ing [drea@pghschools.org](mailto:drea@pghschools.org). Please note that proposals submitted by mail ONLY will NOT be considered.

Pittsburgh Public School District reserves the right to extend this deadline by providing a written addendum to the RFP. The School District also reserves the right to modification and/or cancellation of the RFP contingent upon the amount of budget

allocated to the external evaluation of the Out-of-School Time of the 2023 and 2024 Summer B.O.O.S.T. program.

Pittsburgh Public School District also reserves the right to contact any external evaluation contractors to clarify its proposal.

## **SECTION 2**

### **SCOPE OF THE WORK**

The Summer B.O.O.S.T. program is designed to support students by building positive relationships and creating opportunities for exploration that put youth on track for their future academic success in a thriving and fun environment (i.e., B.O.O.S.T. stands for *B-Building Positive Relationships; O-Opportunities for Exploration; O-On Track for Your Future; S-Supporting Academic Success and T-Thriving in a Fun Environment*).

The 2023 Summer B.O.O.S.T program will run from the 26<sup>th</sup> of June to 28<sup>th</sup> of July 2023. The program is a full day program running from Monday to Friday from 8:00am to 3:30pm. It is a summer learning program for students who enrolled currently in Pittsburgh Public Schools in grades K-7. There will be three regional locations to serve students who have completed Kindergarten through 7<sup>th</sup> grade. These are 1: Pittsburgh Arlington (South/West), 2. Pittsburgh King (North/West) and 3. Pittsburgh University Prep. (East/Central). The locations and grade levels will be determined for the 2024 Summer B.O.O.S.T. program (the end date for the 2024 summer B.O.O.S.T. program will be the end of July 2024).

Pittsburgh Public School District is inviting qualified independent external evaluators or researchers to submit a proposal to evaluate the impacts of its Out-of-School Time of the 2023 and 2024 Summer B.O.O.S.T. program.

The overall intended outcome of the project evaluation will be to provide evidence of program effectiveness, which is essential in informing improvement, i.e., to examine the degree to which the program is successful in producing the desired results. This evaluation is also important to recommend the ways the Out-of-School Time: Summer B.O.O.S.T. program can be improved, i.e., based on the findings, to suggest recommendations or possible actions. The 2023 Summer B.O.O.S.T. program evaluation data will inform the process for 2024 Summer B.O.O.S.T. program.

The principal question to be evaluated is investigating the impacts of the Out-of-School Time: Summer B.O.O.S.T. program in improving academic achievement, social and emotional learning outcomes as the results of the support students received by

building positive relationships and creating opportunities for exploration that put them on track for their future academic success in a thriving and fun environment.

The Context, Input, Process and Product (CIPP) evaluation criteria, which assess the core values of the Out-of-School Time: Summer B.O.O.S.T. program will be used. There should be two tiers in the programs' evaluation process. In the first tier, the leading questions will be: (i) What needs to be done? (Context evaluation); (ii) How should it be done? (Input evaluation); and (iii) Is it being done? (Process evaluation). The second tier of the evaluation deals with the impact evaluation based on the Out-of-School Time: Summer B.O.O.S.T. program expectations (did it succeed?)

The impact evaluation will be focused on the following key areas: Students' achievement outcomes, the effects of the program on students' characteristics, and students' social, emotional wellbeing, i.e., SEL growth scores (disaggregated on race/ethnicity, gender, economic status, ELL, students experiencing homelessness, etc.).

The key impact evaluation questions to be investigated will be:

1. What is the relationship between participation in the 2023 and 2024 Summer B.O.O.S.T. program and CDT Growth scores in math and reading?
2. What is the relationship between participation in the 2023 and 2024 Summer B.O.O.S.T. program and growth scores of SEL?
3. How do the 2023 and 2024 Summer B.O.O.S.T. program effects vary according to student characteristics (i.e., grade band, IEP, ELL) and regional locations?
4. What is the ROI for the 2023 and 2024 Summer B.O.O.S.T given program costs and student outcomes?

The following are also suggested evaluation questions to be used as guidance.

5. How is the Out-of-School Time: Summer B.O.O.S.T. program being implemented in the three regional locations?
6. What are the contextual factors that afford or constraint the quality of the Out-of-School Time: Summer B.O.O.S.T. program implementation?
7. How does the Out-of-School Time: Summer B.O.O.S.T. program produce unintended outcomes? (i.e., detailed positive/negative unintended outcomes and the evidence for any unintended outcomes).
8. What lessons can be learned from implementing the 2023 and 2024 Summer B.O.O.S.T. program?

PPS prefers evaluations to follow participatory methodology, which enables beneficiaries, especially students, to provide their feedback on the 2023 and 2024 Summer B.O.O.S.T. program. Therefore, we would suggest the methodology for this evaluation include (among other methods):

- a. Follow mixed methods and CIPP evaluation model,
- b. Follow the What Works Clearinghouse (WWC) guidelines,
- c. ESSA principles should also be considered,
- d. Use available classroom achievements test scores,
- e. Focus Group Discussions (FGDs)/Key Informant Interviews (KII) with Out-of-School Time: Summer B.O.O.S.T. program participants, providers, teachers, and coordinators,
- f. KIIs with selected school officials and other relevant stakeholders.

PPS will provide all available data for the external evaluators.

### **SECTION 3**

#### **DETAILED PROPOSAL REQUIREMENTS**

All proposals that meet minimum requirements will receive equal treatment regarding the selection process. The short-listed organization/evaluators will be informed of the next steps. There may be more than one screening interview. During the interviews and discussions, there shall be no disclosure of information derived from proposals submitted by other proposers.

Please provide your work plan for this proposal including but not limited to:

1. Detailed evaluation plan and general timeline.
2. Detailed budget and its narrative.
3. Methods you will use to communicate and work with PPS.
4. Any challenge you would anticipate within this proposal's scope and the actions you will employ to overcome them.
5. Your process and/or performance guarantee regarding ensuring client satisfaction with your completed project evaluation.
6. Summary of your organization's background, including licenses and legal actions, if any.
7. References.

Please see below the detailed requirements of these in the RFP containing the following contents: Cover page, detailed evaluation plan, detailed budget and its narrative, contract period, detailed time frame, milestones, deliverables, summary of organization's background, references, work history with PPS, legal actions within

the last three years, licensures (if any), safeguarding and confidentiality statements, submission requirements, how to receive confirmation receipt, proposal evaluation criteria, intellectual property rights, clearance needed and contact person if you have further questions.

### **3.1 Cover page**

The cover page will contain the following information:

#### **3.1.1 General Organization Information:**

Name, Mailing address, phone number, website, submission date, name of authorized organization contacts - signatory.

#### **3.1.2 Primary contact**

The Primary contact will receive all relevant communication about the proposal's status. Please provide Primary contact's name, phone number, and e-mail address.

### **3.2 Detailed evaluation plan**

The evaluation plan describes the details of the proposed plan. The plan will describe the following in detail (among others):

3.2.1 Description of evaluation method,

3.2.2 Goals, objectives, and logic model of the evaluation,

3.2.3 Description of key evaluation questions,

3.2.4 Detailed plan how to measure key data (identify key process, outcome data, identifying specific and defined measurements),

3.2.5 Data collection, analysis, and reporting impact results,

3.2.6 Key results communication plan with PPS Board of Education, senior leaderships, schools' leaderships, stakeholders, and community members,

3.2.7 Please attach written or published examples of related previous work as an appendix.

### **3.3 Detailed budget and narrative**

Please submit a detailed budget and its narrative aligned with the detailed implementation plan. The narrative explanation and its assumptions underlying the proposed cost will be provided by the evaluators, i.e., each line item in the budget needs to have a corresponding description in the narrative. Cost categories will include, but are not limited to, (i) Personnel, (ii) Travel and transportation (for in-person only, if applicable), and (iii) Equipment, materials, and supplies. All costs for all plans in the detailed implementation plan need to be included in the budget and the corresponding budget narrative.

### 3.4 Contract Period

The contract period shall be based on the provision of the stated services based on our agreement.

### 3.5 Detailed time limit

Please submit a detailed timeframe that aligned with the detailed implementation plan.

This may be in the form of a Gantt chart.

### 3.6 Milestones (tentative)

S/N	Activity		Expected Date
1	Design RFP	1.1 Proposal writing	05/16/23
		1.2 Proposal review 1	05/18/23
		1.3 Proposal review 2	05/19/23
2	RFP Process	2.1 RFP Invitation	05/19/23
		2.2 Pre-bid questions	05/25/23
		2.3 Clarification questions	05/30/23
		2.4 Notification of short-listed firm	05/30/23
3	Completion of RFP	3.1 Interviews	05/31/23
		3.2 BoE approval	06/28/23
		3.3 Award of contract	06/28/23
4	Negotiation with Solicitor	Sign agreement	TBD
5	Execution of contract	5.1 Bi-weekly meetings	TBD
		5.2 Design (methodology and tools development)	TBD
		5.3 Context and Input evaluation	TBD
		5.4 Data collection period	TBD
		5.5 Data analysis period	TBD
		5.6 Draft report (context & input)	TBD
		5.7 Communication with key District staff, DREA & School Leaderships	TBD
		5.8 Process evaluation	TBD
		5.9 Data collection period	TBD
		5.10 Data analysis period	TBD
		5.11 Draft report (process evaluation)	TBD
		5.12 Communication with key District staff, DREA & School Leaderships	TBD
		5.13 Impact evaluation period	TBD
		5.14 Data collection period	TBD
		5.15 Impact analysis	TBD
		5.16 Draft report (impact evaluation)	TBD
5.17 Communication with key District staff, DREA & School Leaderships	TBD		
5.18 Final draft report	TBD		
5.19 Corrected final report	TBD		



### **3.7 Deliverables**

The external evaluation consultant(s) will be expected to deliver the following.

- 3.7.1 Outline draft methodology and detailed work plan, combining ongoing monitoring with some direct feedback from beneficiaries, staff, and other stakeholders.
- 3.7.2 An analysis of the extant data student data for the 2023 and 2024 Summer B.O.O.S.T. program participants, in relation to attendance, student performance on district assessments, usage and achievement information from online learning systems, social and emotional learning results.
- 3.7.3 Presentation of initial findings to DREA, school leaderships and key district staff for their feedback.
- 3.7.4 Summary sheets of findings for each evaluated regional locations separately and combined summary of all regional locations (disaggregated in grade levels, gender, ethnicity/race, economic status, SEL, ELL, and so on)
- 3.7.5 Draft report for DREA, schools' leaderships, and key district staff for their feedback.
- 3.7.6 Raw data.
- 3.7.7 Detailed analysis approach, description of data and syntax that meet the Joint Committee on Standards for Educational Evaluation guidelines.
- 3.7.8 An in-depth analysis of the extant data, student data for the Out-of-School Time of the 2023 and 2024 Summer B.O.O.S.T. program participants, in relation to attendance, student performance in district assessments, usage and achievement information from online learning systems, social, and emotional learning results.
- 3.7.9 Final report.  
A suggested format for the final evaluation report includes:
  - 3.7.9.1 Executive summary,
  - 3.7.9.2 Tables of contents,
  - 3.7.9.3 Body of report (introduction, literature review, analysis, and discussions of the results),
  - 3.7.9.4 Conclusions,
  - 3.7.9.5 Recommendations, and
  - 3.7.9.6 Appendices.
- 3.7.10 The evaluators need to be available for presentation to the PPS Board of Education as needed.

### **3.8 Organization's background summary**

Please provide a summary of the organization and the evaluator(s) background (your previous work experience and how it is related to the Out-of-School Time: Summer B.O.O.S.T. program evaluation).

Please also demonstrate your experience in evaluating educational programs and provide the evaluator(s) experience working with kindergarten, primary and secondary school students. The background summary should not be more than one page (APA format) and please attach your best example of similar or relevant work within the last three years (a research or evaluation report) as an appendix.

### **3.9 References**

Please provide at least three professional references. Please provide the individual's name, title, organization, e-mail address, and phone number for each professional reference.

A representative of Pittsburgh Public School District will contact the references of selected external evaluator(s) and seek information regarding:

- 3.9.1 Overall project evaluation satisfaction.
- 3.9.2 Timeliness with the completion of the evaluation and reporting.
- 3.9.3 Leadership success.
- 3.9.4 Collaborative activity, energy, success, and
- 3.9.5 Ability to develop important stakeholder engagement and relationships.

The Pittsburgh Public School District reserves the right to contact these references and to request additional references.

### **3.10 Work history with PPS**

Please list and describe any previous work history with Pittsburgh Public Schools, including the specific project (s), if applicable. Please also indicate if you have a personal or business relationship with Pittsburgh Public Schools.

### **3.11 Legal actions**

Please list and describe if you have been involved in any legal action(s), any project cancellation or any contract cancellations settled in arbitration with any of your clients with in the past three years (if applicable, please give the name, date, and jurisdiction for each matter as well as a brief description of the nature of the dispute and the outcome).

### **3.12 Licenses**

Please provide copies of relevant certificate(s) or license(s) relevant to the performance of this contract as appendix, if applicable.

### **3.13 Safeguarding and confidentiality**

The contracted external evaluator(s) will be required to read, understand, sign, and abide by the Pittsburgh Public Schools Safeguarding Policy and Code of Conduct, as well as our data and confidentiality agreements.

All materials and information made available for the conduct of the evaluation, as well as all data and information collected as part of the evaluation, are confidential and considered the property of Pittsburgh Public School District and must be returned to the organization upon completion of the evaluation.

### **3.14 Submission requirements**

If you are interested in evaluating this project, please send the following listed documents:

- 3.14.1 Please include the following proposal response to our RFP covering:
  - 3.14.1.1 Respond to all areas outlined in the scope of the work and detailed proposal requirements.
  - 3.14.1.2 Provide an Evaluation plan which includes at a minimum evaluation or research methodology, research questions, a logic model, analysis plan with a clear connection to evidence level for ESSA and WWC (required).
  - 3.14.1.3 Provide a preliminary budget. This is a preliminary estimate - any final contract costs will be negotiated based on the needs of the district for this project.
  - 3.14.1.4 Please also state the methods you will use to communicate and work with Pittsburgh Public School District.
  - 3.14.1.5 Any challenge you would anticipate within this proposal's scope and the actions you will employ to overcome them.
  - 3.14.1.6 Approach/plan for your Return-on-Investment analysis.
- 3.14.2 Pages limit: between 10-20 pages according to APA format.
- 3.14.3 All providers MUST sign the signature page and it shall be the *FIRST* page of your proposal (the signature form is attached in Section 4 of this proposal as 'PROPOSAL FORM-SIGNATURE PAGE'). The proposal must be signed and submitted by an authorized representative.

3.14.4 Please copy and complete the following paragraphs pasting them into your RFP response (Please note that, this is **required** if it is not included the proposal will not be considered. You may include these in your letter of interest):

3.14.4.1 \_\_\_\_\_ (fill in your company name) is interested in and available to be contracted for the evaluation of Pittsburgh Public School's Out-of-School Time of the 2023 and 2024 Summer B.O.O.S.T. program.

3.14.4.2 \_\_\_\_\_ (fill in your company name) will be the primary evaluator for the project and will not outsource any of the analysis and work associated with this project.

3.14.4.3 \_\_\_\_\_ (fill in your company name) understands that the proposal will be evaluated in relation to other submissions, this analysis will include a rubric that ranks the responses in relation to known criteria as listed in the invitation to submit a proposal. Final selection will be made from the top ranked responses, based on the needs of the district.

3.14.4.4 \_\_\_\_\_ (fill in your company name) will NOT be compensated for any communications or work that occurs prior to the confirmation of a contract by the PPS Board of Education. While the district will negotiate in good faith with those chosen based on their initial selection, if the negotiations are not consistent with the needs of the district, Pittsburgh Public Schools reserves the right to approach other evaluators.

3.14.5 In your response, please also address the following:

3.14.5.1 Are there any evaluation or research activities that your firm has conducted that you feel are important to highlight in relation to evaluating the 2023 and 2024 Summer B.O.O.S.T. program (Please provide examples, if releasable).

3.14.5.2 Are you affiliated with any professional organizations or groups that focus on the project's topic?

3.14.5.3 Provide references or research related to this project.

3.14.5.4 Provide an estimated timeline for the evaluation (e.g., data collection, analysis, report completion, etc.)

3.14.6 Provide a general description of evaluators (Resume or Curriculum Vitae will be attached as appendices outlining relevant experience including additional evaluators as part of your team, if any).

3.14.7 Submit your letter of interest and Proposal to PPS on or before 12:00pm EST on Friday, May 26, 2023.

- 3.14.8 ONLY proposals submitted by email to [drea@pghschools.org](mailto:drea@pghschools.org) with the subject line: *External Evaluators Proposal - OST: 2023 and 2024 Summer B.O.O.S.T. program* will be considered. Please note that proposals submitted by mail **only** will **NOT** be considered.
- 3.14.9 Withdrawal or modification of the proposal must be in writing and will be allowed ONLY before Thursday, May 25, 2023. Modification of any part of the proposal or withdrawal of the proposal will not be allowed on or after the Due Date.
- 3.14.10 The proposal shall be considered an irrevocable offer and shall be valid for **90** days from the date the proposals are required to be submitted.

### **3.15 Confirmation of receipt**

Confirmation of evaluation proposals will be generated via email.

Please note that Pittsburgh Public School District reserves the right to (i) select one or more providers to provide the services outlined herein; (ii) reject all proposals; (iii) identify any areas where a conflict of interest may exist; and (iv) utilize existing District staff and/or existing District resources without required submission of a proposal. Please also note that Pittsburgh Public School District's Board of Education will confirm the final selection.

### **3.16 Proposal evaluation criteria**

All respondents will be evaluated based on the following criteria. Any proposal not meeting the minimum criteria will be disqualified and will not be evaluated further. The minimum evaluation criteria are:

- 3.16.1 Completion of interest paragraphs and acknowledgment of required board action (**required** go/no-go).
- 3.16.2 Evaluation plan and logic model.
- 3.16.3 Analysis capacity and methods proposed.
- 3.16.4 Existing related research or reports conducted by firm/individual,
- 3.16.5 Affiliation with professional organizations or groups that focus on the project topic.
- 3.16.6 Provision of existing evaluation or research references related to Out-of-School Time: Summer B.O.O.S.T. program.
- 3.16.7 Address evidence level in relation to ESSA and WWC (evaluators must identify ESSA and WWC requirements and state how to apply it in their evaluation proposal).
- 3.16.8 Stakeholder involvement addressed.
- 3.16.9 Evidence of program evaluation training or experience.

- 3.16.10 Estimated timeline & estimated budget with its narrative.
- 3.16.11 The following examples may demonstrate how we weigh and evaluate the minimum criteria.
  - 3.16.11.1 Preliminary Requirements (Go/No-go)
    - 3.16.11.1.1 Completion of interest paragraphs and acknowledgment of required board action.
    - 3.16.11.1.2 Existing evaluation or research reports related to Out-of-School Time: Summer B.O.O.S.T. program conducted by firm or evaluators (or affiliation with professional organizations or groups that focus on the project topic).
    - 3.16.11.1.3 Ability to finalize the evaluation under the stated time.
    - 3.16.11.1.4 Stakeholder involvement addressed.
  - 3.16.11.2 Quality of Evaluation plan (40%)
 

The Quality of the proposal's evaluation plan will be evaluated based on:

    - 3.16.1.1.1 Program Description (well described program).
    - 3.16.1.1.2 Evaluation Design (describing the purpose and method of evaluation).
    - 3.16.1.1.3 Plan to measure key data (key process, outcome data, identifying specific and defined measurements).
    - 3.16.1.1.4 Data collection, analysis, and reporting results gathering and illustrating program progress and monitoring program impact.
    - 3.16.1.1.5 Key results communication plan (sharing evaluation results with PPS Board of Education, senior leaderships, schools' leaderships, DREA staff, stakeholders, community members).
    - 3.16.1.1.6 The evaluation plan and associated documentation submitted reflects everything else indicated in the RFP (including but not limited to demonstrating familiarity with the WWC and ESSA requirements).
  - 3.16.11.3 Experience of program evaluation, documentation of knowledge and access to expertise (35%)
    - 3.16.11.3.1 Experience of program evaluation.
    - 3.16.11.3.2 Demonstrates the evaluation group possess

subject knowledge or access to subject knowledge expertise.

3.16.11.3.3 Evaluators have experience with evaluating similar programs.

3.16.11.3.4 The proposal needs to provide authentic depth and breadth examples of understanding deliverables.

3.16.11.3.5 Published examples of related previous work attached as appendices.

3.16.11.4 Total cost of the project (budget and its narrative)

3.16.11.4.1 Budget and its narrative (25%).

3.16.11.4.2 The External Evaluators Search Committee will compare the total cost and its explanation only for those organization or evaluators who will be invited for the interviews.

The Pittsburgh Public School District reserves the right to accept or reject any and/or all proposals received pursuant to this request, if it is in the district's best interest to do so.

### **3.17 Clearance needed**

The approved evaluators and their staff who will have direct contact with children shall complete the following 3 clearances:

3.17.1 FBI Federal Criminal History check (Act 114 of 2006),

3.17.2 PA Criminal Record check (Act 34), and

3.17.3 PA Child Abuse History (Act 151).

The fees to complete the required clearances are to be paid by the contracted provider and should not be billed to the Pittsburgh Public School District in the proposed budget.

### **3.18 Intellectual property rights**

The contracted external evaluator(s) will be required to grant authority at no cost an irrevocable, royalty-free perpetual license to use and to sub-license the use of any material created by the contracted consultant under the terms of this agreement for such purposes as the authority shall deem appropriate.

### **3.19 Contact for further questions**

If you have any questions about the RFP, please email Sara Stefanik at [sstefanik1@pghschools.org](mailto:sstefanik1@pghschools.org), cc'ing [drea@pghschools.org](mailto:drea@pghschools.org), with the subject line: *External Evaluators Proposal - OST: 2023 and 2024 Summer B.O.O.S.T. program.*

**SECTION 4**

**PROPOSAL FORM - SIGNATURE PAGE**

The undersigned has carefully reviewed the complete Request for Proposal for Pittsburgh Public School District and certifies that they have complied with all the conditions and terms of this Request for Proposal and agrees to hold the contents and information as confidential except as indicated below. The External Evaluator further certifies that no commissions, fees, or any other compensation shall be received/or paid in connection with the development of the proposal including interviews or an on-site presentation (if invited). The External Evaluator agrees that the Pittsburgh Public School District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received. The attached proposal shall be considered an irrevocable offer and shall be valid for **90 (ninety)** days from the date the proposals are required to be submitted. The undersigned hereby affirms that s/he is an authorized agent for the company submitting this response.

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Company Name

---

Signature

---

Title

---

Date

*Note: This page MUST be completed and is to be the FIRST page of your proposal.*