**ST. TAMMANY PARISH SCHOOL BOARD**
**COVINGTON, LOUISIANA**

REQUEST FOR PROPOSALS ON
EMAIL ARCHIVING 2022

1. The St. Tammany Parish School Board will receive written proposals until 3:00 PM on Friday, March 25, 2022 . All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the outside: "REQUEST FOR PROPOSALS EMAIL ARCHIVING 2022 – RFP #149" . All proposals arriving after the above date and hour will be returned unopened to the proposers.

2. Proposals may be also submitted electronically at www.centralbidding.com.

3. You may find related proposal materials including detailed specifications necessary to complete your Request for Proposal at www.centralbidding.com and/or www.stpsb.org/bids.

4. The St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, LA 70433 is currently closed to the public per Louisiana Governor's Proclamation Number JBE 2020-30. Proposals will be received in the drop box on the South side of the School Board Office (23rd Avenue). The drop box will be checked at 3:00 PM on Friday, March 25, 2022. Proposals should be hand delivered, registered or certified mail, UPS or FedEx to this drop box or submitted electronically.

5. An original, six (6) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be submitted. The enclosed Proposal Information Form must be completed and returned with your proposal (ATTACHMENT A). **Proposals submitted without this form will be considered "non-responsive."** All costs associated with developing, preparing, copying, and participating in the proposal process are entirely the responsibility of the proposer. The St. Tammany Parish School Board will not in any way be responsible for any costs incurred by prospective proposers.

6. The attached STPSB Contract Addendum (ATTACHMENT B) must be completed and submitted with your proposal. **Proposals submitted without this form may be considered "non-responsive."**

7. The attached Affidavit (ATTACHMENT C) must be fully executed, notarized, and submitted with your proposal. **Proposals submitted without this form will be considered "non-responsive."** The original fully executed form must be received in our office by 4:00 PM on Monday, April 4, 2022.

8. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

9. Proposals should be prepared in a concise and economical manner; and need not contain any special bindings, materials, promotional materials, et cetera. Proposal emphasis should be given to completeness and clarity of content.

10. The following, at a minimum, shall be included utilizing the same format and order of major headings as defined:
    1) Executive Summary
    2) Company Profile
    3) References
    4) Product Information
    5) Proposal Implementation Requirements
    6) On-going Support Services
    7) Terms and Conditions
    8) Cost Quotation (including the table for annual renewal cost)

11. The specifications do not claim to include every possible piece of equipment or software that may be necessary. Vendors are obligated to inform the STPSB and include in the response, any components that may be necessary for a successful and complete solution.

12. The successful bidder must be authorized by the Secretary of State to do business in Louisiana pursuant to applicable law. Documentation of such authorization must be provided.

13. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and:

    a. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
    b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
    c. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

14. In accordance with Revised Statute 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

15. Questions regarding this RFP will be accepted until Friday, March 18, 2022 at 4:00 PM via email to at questions@stpsb.org.

16. Questions concerning RFP submittal may be directed at the Purchasing Department at purchasing@stpsb.org or via telephone at (985) 898-3224.

FRANK J. JABBIA
Superintendent

# St. Tammany Parish Public Schools

Request for Proposal (RFP) #149

Email Archiving
2022

## 1.1 Introduction

The St. Tammany Parish School Board (STPSB) is requesting an email archiving solution offering multi-level administration of content. The email archiving solution must be able to produce granular reporting, email storage, and retrieval. The STPSB requires the email archiving solution to store a minimum of three (3) years of email data. The STPSB must have the capability to comply with e-discovery, current data, and be scalable to accommodate growth and future records retention requirements.

The STPSB utilizes Microsoft Exchange with Microsoft Active Directory. We currently have 7,500 email accounts and process approximately 60,000 emails per day after spam and virus filtering. The STPSB currently uses Defender model U3160, running version 5.0.2, with 13 TB of total storage.

The STPSB is seeking a vendor that has broad and demonstrated experience with solutions similar in scope and size. The STPSB invites you to submit a response for solutions that satisfy the specifications in this request.

## 1.2 Instructions to Vendors

It is requested vendors keep their responses concise and to the point, while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

The enclosed Proposal Information Form must be completed and signed by a company official duly authorized to sign proposals/contracts (see Attachment A).

The attached STPSB Contract Addendum (Attachment B) must be completed and signed by an authorized company official.

The attached Affidavit of Compliance (Attachment C) with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act must be completed, notarized and returned with your proposal.

**All attachments, A-C must be fully executed and included with your submittal. Failure to comply will cause your proposal to be non-responsive.**

Questions regarding the RFP will be accepted via email to questions@stpsb.org until 4:00 PM on March 18, 2022.

For questions concerning RFP submittal, email the Purchasing Department at purchasing@stpsb.org or call at (985) 898-3224.

Please include a contact name, mailing address, email address, and telephone number in your response. EMAIL SUBJECT LINE SHOULD READ RFP #149 EMAIL ARCHIVER.

The St. Tammany Parish School Board must receive and stamp at the address below an original, six (6) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the response document by 3:00 PM on March 25, 2022. Any proposals submitted after that time will be disqualified and returned unopened.

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: **RFP #149 EMAIL ARCHIVING 2022**

Proposals delivered to:

St. Tammany Parish School Board
Attn: Purchasing Department
RFP #149 Email Archiving Solution 2022
321 N Theard Street
Covington, LA 70433

Proposals may also be submitted electronically at www.centralbidding.com. If submitting electronically, the original fully executed Affidavit (ATTACHMENT C), must be received at the above address by 4:00 PM on Monday, April 4, 2022.

## 1.3 General Requirements

STPSB does not claim to have included every possible piece of equipment or software that may be necessary. Vendors are obligated to inform the STPSB and include in the response, any components that may be necessary for a successful and complete solution.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. The STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until the signing of the final contract.

All third party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Indemnification and Institution Requirements: The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board,its officers and employees against loss or damage (including reasonable attorney's feesand other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. TammanyParish Schools alleging injuries or damages arising out of the service provided; provided,however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St.

Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and/or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), addendums, and the vendor's response to this request for proposal.

In no circumstance may any portion of the operation or any negotiated and executed contract or purchase order(s) for the solution be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved, all responsibilities rest with the primary hardware/software vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

The STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews, presentations, supplemental information provided, submitted, or given to STPSB or its representatives. Furthermore, the STPSB reserves the right to cancel work described herein prior to issuance and acceptance of any contractual agreement or purchase order by the recommended vendor even if the STPSB has formally accepted a recommendation.

The vendor shall protect all buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and landscaping on School Board property from damage. In the event of damaged property resulting from work on this project, vendor shall provide for full restoration of anything broken up during the installation of this project including all materials and labor needed for complete restoration to original condition.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel shall submit to a background check and be preauthorized by STPSB.

Upon completion of each work day, the vendor must remove all tools, equipment, rubbish, and debris from the premises. As well as, leave the premises clean and neat. The vendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

All work must adhere to all applicable city, parish, state, and federal laws and codes. These include but are not limited to building and fire codes.

## 1.4 Insurance Requirements

Insurance coverage specified below shall be furnished with the following minimum limits:

A. Workers' Compensation

| | |
|---|---|
| Applicable State | Statutory Requirements |
| Employer's Liability | $1,000,000.00 |

B. Comprehensive General Liability

$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability, and broad form CGL endorsement. If exposure warrants, underground, explosion, and collapse are to be included.

C. Automobile Liability

| | |
|---|---|
| Bodily Injury - Each Person | $1,000,000.00 |
| Bodily Injury - Each Occurrence | $1,000,000.00 |
| Property Damage - Each Occurrence | $1,000,000.00 |

Coverage shall be written to include all owned, non-owned and hired vehicles.

Additional Requirements:

Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name the St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favor of the St. Tammany Parish School Board.

## 1.5 St. Tammany Parish Public School System Profile

The St. Tammany Parish Public School System current enrollment is approximately 38,500 students and nearly 6,000 employees. The School System consists of 55 schools and 15 offices.

## 1.6 Proposal Format

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the STPSB.

Proposals should be prepared as simply as possible and provide straightforward

responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. Portions of the RFP that are considered by the vendor to be proprietary information or information considered trade secrets should be clearly marked and delineated.

Provide your proposal utilizing the same format and order of major headings as defined within this scope.

Therefore, at a minimum, the proposal must address each major heading listed below:

1. Executive Summary
2. Company Profile
3. References
4. Product Information
5. Proposal Implementation Requirements
6. On-going Support Services
7. Terms and Conditions
8. Cost Quotation (including the table for annual renewal cost)

**Section 1 Executive Summary**: Provide a brief narrative summarizing your company's ability to meet the requirements of this RFP. Please note, the executive summary should include contact information with a valid e-mail address and telephone number.

**Section 2 Company Profile**: Describe your company, including but not limited to, years in business, general markets serviced, and any distinction of your company relating to the email archiving marketspace. Also, include a listing of installations at entities similar to the STPSB by name and state, the number of customers, distinguished by type if relevant, should also be included. Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities are also encouraged. Provide evidence that the vendor is a corporation; is in good standing and qualified to conduct business in Louisiana. Please include copies of business licenses and other credentials relevant to this request.

**Section 3 References**: Include three (3) references of clients similar to St. Tammany Parish School System who are using the email archiving system that you are proposing and the year it was installed/implemented. School district(s) in Louisiana are of particular interest. Please provide the name, address, telephone number, contact name and contact title.

**Section 4 Product Information**: Provide all product information for the proposed software and hardware. Please include any omitted required components necessary for a successful implementation of a complete solution. The solution must meet or exceed the following specifications:

- Software features:
  - Browser accessible with varying permission levels/roles/policies
  - Storage of 3+ years of all emails
  - Administrative dashboard
  - Restore function for disaster recovery
  - Viewing and restoring individual email messages including attachments
  - Restoring emails from a specific search into a new directory/mailbox
  - Data integrity encryption for backup and restore to ensure that restored data has not been altered
  - Provide archiving of all mail for compliance
  - Compression levels of 7-10x or higher
  - Duplicate attachments must be stored only once and indexed for efficient storage
  - Describe the method of backup used to archived data
  - Manual and automatic software updates
  - District must have the ability to control email retention per policy

- On-premises and Cloud solutions will be considered. On-Premises is preferred.

- On-premises option requirements:
  - On-premises hardened appliance required
  - Designed for disk and power supply failover
  - Enough disk capacity for a minimum of 3 years email storage
    - Currently utilizing 13 TB of storage with 8 TB of archive data
  - Must be scalable for expansion
  - Ability to store archive data longer than 3 years is a plus
  - Raid 6 or higher disk configuration
  - Perpetual Hardware license, including hardware upgrade

- Cloud option requirements:
  - Must be scalable
  - Provide service level agreement
  - Detail security standards
  - Detail data backup and recovery capabilities
  - Stored data must be encrypted

- Reporting:
  - Searches on Sender, Recipients, Subjects, Dates and Attachments
  - Text searches on both email body and attachments
  - Regular and wildcard search functions
  - List search response time in seconds
  - Ability to export all email that are returned in a search to its native, or user selected, format (.pst, .eml, etc.)
  - Ability to view header information
  - Automated health and hardware status email alerts on the appliance

- Migration of existing archive data:
  - Provide for the migration of content and archives from current device (Defender model U3160, version 5.0.2) to proposed device and maintain all existing accessibility of current archive data.
    - Must be capable of importing database metadata .tar files
  - Detail costs for migration of existing archive data

- Training and support:
  - Training and support on configuration of the device and report creation.

**Section 5 Proposal Implementation Requirements**: Submit a plan for implementation of an email archiver for St. Tammany Parish Public Schools, including training, support, and continued updates and maintenance. The rollout plan must include all hardware installation requirements, software installation, and completion of all system integrations. When responding to this RFP, please follow all instructions carefully. Please submit your proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Our existing contract expires April 18, 2022, implementation must occur prior to contract expiration.

**Section 6 On-going Support Services**: Describe the warranty, support, training, and possibly maintenance schedule depending on RFP.

**Section 7 Terms and Conditions**: Please provide us a copy of your standard agreement or contract, warranty information, and any exceptions to the request. All firms submitting proposals must submit the most competitive proposal possible.

**Section 8 Cost Quotation:** Please provide a complete and detailed cost summary along with the breakdown of all pricing; including migration of existing archive data, appliance, and installation. Additionally, include maintenance and support for three (3), five (5), and seven (7) years, with the cost being paid annually. Please provide the annual renewal cost following the initial term. Please provide us a copy of your standard agreement and guarantee information.

The below table must be included documenting annual renewal cost. Feel free to expand the table to list any and all additional components necessary for a complete solution.

| Component | Cost |
|---|---|
| Appliance/Cloud | |
| Installation | |
| Migration of existing data | |
| Yearly Maintenance/Support w/ 3 year contract | |
| Yearly Maintenance/Support w/ 5 year contract | |
| Yearly Maintenance/Support w/ 7 year contract | |

## 1.7 Evaluation Criteria

| EVALUATION CRITERIA | POINTS |
|---|---|
| Software Features | 20 |
| Hardware/Cloud Features | 20 |
| Reporting | 15 |
| Training and Support | 10 |
| Reference and Experience | 5 |
| Cost | 30 |
| **Total** | **100** |

## VENDOR CHECKLIST

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected because the respondent simply failed to comply with the required preparation and submission requirements.

_____ Have you performed a final review of your response to ensure you have included all required information and documentation?

_____ Have you verified all amounts to ensure that they are complete and accurate?

_____ Is your proposal clear, concise, thorough, and easy to follow?

_____ Does your proposal follow the instructions on pages 2 – 3?

_____ Does your proposal follow the guidelines and format requirements set forth on pages 3 – 8 of the RFP?

_____ Is your envelope properly marked? See page 3 of the RFP for further details.

_____ Have you included an original copy, six (6) copies, and an electronic copy of the proposal?

_____ Have you included copies of your company's business licenses(s) and other credentials relevant to this request?

_____ Have you included the enclosed Proposal Information Form executed by a duly authorized company official (ATTACHMENT A)?

_____ Have you included a fully executed STPSB Contract Addendum (ATTACHMENT B)?

_____ Have you included a fully executed and notarized Affidavit (ATTACHMENT C)? If submitted electronically, the original fully executed Affidavit must be received in our office by 4:00 PM on Monday, April 4, 2022.

**ATTACHMENT A**

## PROPOSAL INFORMATION FORM

DATE: _____

COMPANY NAME: _____
Legal Name of Agency Submitting Proposal

ADDRESS: _____

_____

CONTACT NAME: _____

CONTACT #: __(_____)_____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

_____
Typed or Printed Name & Title of Company Official

**NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.**

# St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

# St. Tammany Parish Public School Board Contract Addendum

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

# St. Tammany Parish Public School Board Contract Addendum

A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish Public School Board or individual school(s) and _____ (Company Name) and is effective as of _____ (Date).

| | |
|---|---|
| Authorized Representative Signature | Authorized Representative Signature |
| Frank J. Jabbia | |
| Authorized Representative Name (Please Print) | Authorized Representative Name (Please Print) |
| Superintendent | |
| Title | Title |
| St. Tammany Parish School Board | |
| Company | Company |
| November 23, 2020 | |
| Date | Date |

ATTACHMENT C

STATE OF _____

PARISH/COUNTY OF _____

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared:

_____,

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____ (**Company Name**) in the position of _____;
2. That _____ (**Company Name**) has submitted a Response to Request for Proposal_____ (**Number/Title of RFP**) from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in connection with the Response to Request for Proposal _____ (**Number/Title of RFP**), if awarded to _____ (**Company Name**), is and/or will be from a manufacturer that is in compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act.

_____ _____

Signature Printed Name

_____ _____

Title Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this ____ day of _____2022.

_____ _____

Signature Printed Name

My commission expires: _____