



NETWORK SECURITY AUDIT

Request for Proposals

RFP Issued: Tuesday, June 17, 2025

Deadline for Vendor Questions: Tuesday, July 1, 2025 at 10 a.m. EDT

Deadline for Proposals: Monday, August 4, 2025 at 10 a.m. EDT

NETWORK SECURITY AUDIT RFP

I. PURPOSE

The purpose and intent of this Request for Proposal ("RFP") is to solicit sealed proposals and enter into a contract(s) for a Network Security Audit from a Vendor ("Offeror", "Proposer") to ensure the protection of the Pittsburgh Public Schools' ("PPS" or "District") broadband Wide Area Network service, Local Area Network service, Internet access service and all District' data and IT-enabled functions.

The District intends to apply for funding on the equipment/services listed herein through the federal Cybersecurity Pilot Program ("CPP") operated by the Federal Communications Commission ("FCC"). Several criteria and restrictions pertinent to CPP are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

II. STATEMENT OF NEED AND TECHNICAL SCOPE OF WORK

- A. The District seeks to engage the services of an experienced and established individual or firm to conduct an IT and Network Security Audit.
- B. The successful offeror must complete, at a minimum, the following tasks:
 - 1. Identify existing security gaps and misconfigurations.
 - 2. Evaluate the effectiveness of current security measures.
 - 3. Identify action steps for remediation and improvement.
- C. The Offeror is required to scope out the following specific services individually and provide a separate cost for each service:
 - 1. Identify IoT devices on District network (e.g., vape sensors, temperature monitors, building controls, and cameras) and give recommendations to help secure those devices, ensuring their traffic is not doing anything anomalous.
 - 2. Inform the District of any issues associated with IoT assets that could affect business-critical applications and service performance.
 - 3. Evaluate the security of the District's VPN connection, with recommendations of the best industry practices.
 - 4. Audit of District's Data Center server environment, networking equipment, VLANs, SAN, and firewall to include mapping and recommendations on best practices for setups and configurations.
 - 5. Review Policies and Procedures: Assess the organization's network/information security policies and SOPs.
 - 6. Assess Technical Security Controls and Measures.
 - 7. Ensure Incident Readiness.
 - 8. Network security and penetration testing: Analyze District's network infrastructure in a multi-faceted approach. Testing from outside the district's network into the LAN\WAN. End User access control testing. Review firewall configurations, intrusion detection systems, access controls, and encryption protocols. Identify any security gaps and recommend appropriate step-by-step implementation measures to mitigate risks.

9. Recommend specific step-by-step remediation steps and provide sample policies and procedures.
- D. The scope of work must include submission of a written report containing all findings and recommendations. The technical scope of work must identify all deliverables, with a proposed timeline, and the submission of a proposed work plan.
- E. The expected timeline for completing the audit, including the submission of findings and recommendations is 90 – 120 days, but Offerors may propose a different timeline.

III. PRICING

- A. Proposals must include a completed, signed price proposal with the description of the scope of work, in the format set forth in Appendix A.
- B. The District reserves the right to adjust quantities (increase or decrease) for the contract award and implementation of the contract to best meet the District's needs. This includes the possibility of contracting for some, but not all, of the items included in the proposed Scope.
- C. Prices must be inclusive of all taxes, surcharges and shipping charges. The District will not pay for any costs that exceed the prices quoted in the Vendor's sealed bid unless agreed to by the District.

IV. FCC CYBERSECURITY PILOT REQUIREMENTS

- A. Pittsburgh Public Schools intends to apply for discounts on the services/equipment listed in this RFP through the federal Cybersecurity Pilot Program (CPP) offered by the Federal Communications Commission ("FCC") and must receive funding approval in order to proceed with the project. The District intends to apply for CPP funding on the eligible portion of the charges. Billing of eligible charges separately from ineligible charges is mandatory and an essential requirement of this procurement.
- B. Offerors submitting proposals under this RFP must agree to meet the following requirements:
 1. The District anticipates notifying the winning vendor by September 1, 2025 and to prepare a contract in accordance with the terms and conditions of this RFP, and other terms and conditions specific to the services being requested that may be mutually negotiated. The Offeror must agree to execute a contract on or before September 5, 2025 that reflects the contract terms of this RFP.
 2. The Offeror must have a valid SPIN number (Service Provider Identification Number) from Universal Service Administrative Company and must provide that SPIN in the proposal submission.
 3. The Offeror must agree to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form. The Offeror must also agree to provide a copy of the completed Form 473 to RCPS.
 4. The Offeror must agree to provide discounted bills to PPS that reflect the benefit of approved CPP funding and that invoice PPS for the non-discounted amount (the amount not paid by CPP). Offeror also shall invoice the CPP administrator for the discounted share of the CPP funding.
 5. The Offeror must separately itemize the cost of CPP eligible and ineligible products and/or services in its price proposal.

6. The Offeror must be in good standing with the Federal Communications Commission (“FCC”) and have no debts outstanding that are owed to the FCC and must not be placed on Red Light Status. See <https://apps.fcc.gov/cores/userLogin.do>. The Offeror must immediately notify PPS in any event that the FCC places the Offeror on Red Light Status and must take immediate measures to resolve and remove its Red Light Status. Offeror’s Red Light Status constitutes a material breach of contract and PPS reserves the right to cancel the Agreement of the parties immediately and without incurring any termination charges.
7. If the Offeror learns of any federal, state or local investigation conducted by any regulatory authority that could have an impact on PPS’s ability to continue to receive the benefit of CPP funding, the Offeror must notify PPS within 30 days of learning of such investigation. PPS reserves the right to cancel the agreement without penalty if the investigation impedes PPS’ ability in any way to receive the benefit of CPP funding.
8. The Contractor will retain all records pertaining to this RFP and award for a period of ten years from the last date of the CPP service period which shall be three years from the date of the CPP funding commitment decision letter.
9. The Contractor may not make any substitutions or deviate in any way from the itemized specifications contained in their bid without first seeking prior written authorization from the District. If required, the Contractor must cooperate with the District in submitting any service substitution requests to obtain the approval of the CPP administrator.

V. SITE INFORMATION, INCLUDING SITE VISITS AND VENDOR INQUIRIES

- A. Site visits are not being offered because this procurement does not include any installation services.
- B. All material information and requirements that are available are set forth in this RFP and appendices. Questions seeking clarification of the requirements of the RFP shall be submitted via email to Dave Moore at: dmoore1@pghschools.org. Questions should include “CPP Network Security Audit Question” in the subject line to ensure that the issuing officer identifies the email as relating to this procurement. The last day for the acceptance of inquiries and clarifications is Tuesday, July 1, 2025 at 10 a.m. EDT and the answers will be posted no later than July 7, 2025. Answers to questions shall be posted to the CPP Form 470 web site. Vendors are responsible for periodically monitoring the CPP Form 470 data base available at <https://opendata.usac.org/stories/s/Cybersecurity-Pilot-FCC-Form-470-Download-Tool/jsy6-d5cw/> for updates. It is suggested that vendors check for updates routinely.

VI. CONTRACT PERIOD

- A. The performance period for the contract will begin as of the date of the Funding Commitment Decision Letter (“FCDL”). In no situation will the work be performed after three years from the FCDL date. The District will notify the Contractor of these exact dates once the FCDL is received.

VII. PROPOSAL PREPARATION AND MANDATORY SUBMITTAL REQUIREMENTS

- A. General Requirements
 1. RFP Response: Mandatory requirements for submission of a valid RFP follow. In the event that any of these requirements are not met, the proposal may disqualified from consideration.

- a. One complete electronic copy must be submitted via e-mail before 10 a.m. E.D.T. on August 4, 2025 to dmoore1@pghschools.org. Vendor proposals must be labeled, "CPP Network Security Audit Proposal." All required Vendor information, certifications and attachments must be included in order to be deemed a complete proposal.
- b. Offerors must provide a description of their E-rate experience and success with using the "SPI" method of receiving E-rate reimbursements using FCC Form 474. This will assist the District in evaluating the qualifications of the Offeror for participating successfully in the CPP.
- c. Offerors must confirm their commitment to bill the District for the amounts and description of charges as set forth in the Offeror's proposal and the parties' agreement subject to any pre-authorized change orders and/or CPP approved service substitutions. Offeror must be willing to confer with the District regarding invoice format to ensure that the invoice complies with CPP requirements.
- d. An Offeror on Red Light Status with the FCC is automatically disqualified.
- e. An Offeror not authorized to do business in Pennsylvania is automatically disqualified.
- f. An Offeror's proposal that has not disclosed all taxes, fees, surcharges, etc. and their amounts or percentages in their proposal may be disqualified in the District's discretion which shall not be exercised arbitrarily.
- g. An Offeror that is not deemed a "qualified" bidder as a result of reference checks and other research conducted by the Owner is disqualified.

2. Proposal Preparation

- a. The Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in PPS disqualifying the proposal, requiring prompt submission of missing information, and/or giving a lowered evaluation of the proposal.
- b. The Proposal should be prepared simply and economically, providing a straight-forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. **Proposals should be organized in the order in which the requirements are presented in the RFP.** All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page, the proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.
- d. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- e. Ownership of all data, materials, and documentation originated and prepared for the Pittsburgh Public Schools pursuant to the proposal shall belong exclusively to the

Pittsburgh Public Schools and be subject to public inspection in accordance with the Pennsylvania Freedom of Information Act.

3. Oral Presentations and/or Technical Demonstrations:

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation and/or technical demonstration of their proposal to PPS. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiations. PPS will schedule the time and location for these meetings. These meetings are an option of PPS and may or may not be conducted.

B. Specific Requirements

1. Offerors should submit the following information/items as a complete proposal:

- a. The return of your RFP proposal and addenda signed and completed.
- b. Documentation of the Offeror's authority to conduct business in the Commonwealth of Pennsylvania such as a business license, documentation of corporation status through the Department of State, or other documentation as appropriate.
- c. Completed 10% Eligible Business Enterprise Aspirational Goal Form.

2. A typed response describing:

- a. Offeror's organization data, including years in business, size and structure of the company; a description of the Offeror's history in providing the required services.
- b. Describe your method and plan for providing the service described herein.
- c. Listing of the Offeror's management and staff personnel to be used for this project detailing qualifications and experience relative to the services described herein. Include resume for personnel and document the individual certifications.
- d. Provide a price schedule for all prices that you would propose to charge under any contract resulting from this solicitation. Submit any other information that is believed to be relevant in evaluating the proposal. If applicable, Offerors must provide documentation to establish that the equipment is in fact equivalent and compatible with PPS' existing equipment.

VII. EVALUATION AND AWARD OF CONTRACT:

A. Proposals shall be evaluated using criteria that meet the CPP "cost effectiveness" standard of review and also complies with state law, with cost of eligible services receiving the most heavily weighted factor.

B. Award

- 1. Selection shall be made of the Offeror deemed to be fully qualified and best suited among those submitting proposals.

2. PPS may cancel this Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

IX. GENERAL TERMS AND CONDITIONS

- A. **Mandatory use of PPS Forms and Terms and Conditions:** Failure to submit a proposal on the official forms provided for that purpose may be a cause for rejection of the proposal. Return of the completed document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, PPS reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive. Supplementary data and information which respond to inquiries, demonstrate qualifications and expertise, etc., may be attached to the proposal forms.
- B. **Default:** In case of failure to deliver the reports, documents or services in accordance with the contract terms and conditions, PPS, after due oral and written notice, may procure from other sources and hold Contractor responsible for any resulting additional procurement and administrative costs. This remedy shall be in addition to any other remedies which PPS may have.
- C. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of PPS.
- D. **Antitrust:** By entering into a contract, the Offeror conveys, sells, assigns, and transfers to PPS all rights, title and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Pennsylvania, relating to the particular goods or services purchased or acquired by PPS under said contract.
- E. **Ethics in Public Contracting:** By submitting the proposal, all Offerors certify and warrant that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
- F. **Applicable Law and Courts:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Pennsylvania and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.
- G. **Qualifications of Offerors:** PPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to PPS all such information and data for this purpose as may be requested. PPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of such Offeror fails to satisfy PPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- H. **Anti-Collusion Certification:** By signing the proposal, the Offeror certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I. These terms and conditions are made a part of any resulting contract.

J. **Security and Pennsylvania Act 34 Clearance/Act 151 Clearances**

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance. On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

For Pennsylvania Residents: Form SP4-164-Pennsylvania State Police "Request for Criminal Record Check" – Call 717-783-5494; Act 34

Out-of-State Residents: Pa. Form SP4-164 and FBI Background Check; Act 114 Pennsylvania "Child Abuse History Clearance" – Call 717-783-6211; Act 151 Fingerprints, as required, Act 114 On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and each school has cleared the personnel for work in District's locations.

X. SPECIAL TERMS AND CONDITIONS

A. **Insurance –**

1. General:

- (a) Secure and maintain insurance described below for the duration of the Agreement.
- (b) Provide proof of such insurance and policy endorsements upon execution of the Agreement and prior to commencing services. Furnish Certificate(s) of Insurance and policy endorsements from insurance carrier(s).
- (c) Insurance carriers shall be companies authorized to do business in Pennsylvania. Certificates and endorsements must indicate the existence of the required insurance and that the insurance is within the limits the carrier may lawfully provide.
- (d) Insurance is subject to the approval of the Board for adequacy of protection.
- (e) The Board of Public Education of the School District of Pittsburgh, PA shall be named as Additional Insured on the policy endorsements and identified as a Certificate Holder for: Comprehensive General Liability, Automotive Liability, Umbrella or Excess Liability, and Workers' Compensation/Employer Liability policies.
- (f) The Board of Public Education of the School District of Pittsburgh, PA shall be identified as Certificate Holder for Professional Liability Insurance policy.

2. Comprehensive General Liability:

Comprehensive General Liability Insurance to protect the Board and its employees against any and all claims arising out of, and in any way related to, the Consultant's services and damages in law or equity for property damage and personal injury, including wrongful death, in the following minimum amounts:

- (i) Property Damage: One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.
- (ii) Personal Injury: One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.

3. Automotive Liability:

Automotive Liability Insurance covering owned and rented vehicles operated by the Consultant

with policy limits of not less than One Million Dollars) Combined Single Limit and Aggregate for bodily injury and property damage.

4. **Umbrella or Excess Liability:**
Umbrella or Excess Liability Insurance may be used to achieve the required coverage for Comprehensive General Liability and Automotive Liability, provided that such umbrella or excess insurance results in the same coverage as required for the individual policies.
 5. **Workers' Compensation/Employer Liability:**
Workers' Compensation Insurance: Per statutory limits.
Employer's Liability Insurance with policy limit of not less than One Hundred Thousand Dollars (\$100,000) per accident, Five Hundred Thousand Dollars (\$500,000) per disease, and One Hundred Thousand Dollars (\$100,000) per disease per employee.
 6. **Professional Liability Insurance:**
The Consultant shall provide a professional liability policy covering the consultant's negligent acts, errors, omissions, and due diligence in its performance of professional services, with policy limits of not less than One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.
- B. **Audit:** The Offeror agrees to retain all books, records, invoices, and other documents relative to this contract for ten (10) years after the last date of provision of services in the term of the contract including any extension terms that are exercised by PPS. PPS shall have full access to and the right to examine any of said materials during said period.
- C. **Termination of Contract:** PPS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver any outstanding orders issued prior to the effective date of cancellation. This contract is contingent upon the District's receipt of FCC Cybersecurity Pilot funding. If the FCC Cybersecurity Pilot funding is not approved, the District may terminate this Contract without incurring any financial penalty or payment
- D. **Modification of Contract:** PPS may, upon mutual agreement with the Offeror, issue written modifications to the statement of needs as a part of this contract.
- E. **Subcontracts:** No portion of work shall be subcontracted without prior written consent of PPS. In the event the Contractor desires to subcontract some or part of the work specified herein, the Contractor shall furnish PPS the names, qualifications, and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work done by the subcontractor(s) and shall assure compliance with all contract requirements.
- F. **Indemnification:** The contractor agrees to be responsible for, indemnify, defend, and hold harmless PPS, its officers, agents, and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Workers' Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless PPS, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contractor.

- G. **Proposal Acceptance Period:** Any proposal resulting from this solicitation shall be valid for 120 days. At the end of the 120 days, the proposal may be withdrawn at the "written" request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
- H. **Late proposals: Proposals received after the designated deadline date and hour are automatically disqualified and will not be considered.** Pittsburgh Public Schools is not responsible for delays in transmission. It is the sole responsibility of the Offeror to ensure that its proposal is electronically delivered to the Pittsburgh Public Schools Purchasing Department by the designated date and hour.
- I. **Debarment Status:** By submitting a proposal, all Offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Pennsylvania, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Pennsylvania.
- J. **Gifts by Offeror, Contractor or Subcontractor:** No Offeror, contractor or subcontractor shall confer on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
- K. **Availability of Funds:** It is understood and agreed between the parties herein that PPS shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.
- L. **Contract Documents:** The contract entered into by the parties shall consist of the Request for Proposal, any issued Addenda, the signed proposal submitted by the Contractor, Pittsburgh Public Schools Standard Contract form, the General and Special Terms and Conditions, the Statement of Need including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.
- M. **Rejection of Proposals:** The District reserves the right to reject any and all proposals.

ANTI-COLLUSION CERTIFICATION

The Offeror certifies that this proposal response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Offeror understands collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The Offeror also understands that failure to sign this statement will make the proposal non-responsive and unqualified for award.

Signed: _____

Date: _____

Name of Company: _____

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
Or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Reference Form

1. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone No. _____

E-Mail: _____

2. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone No. _____

E-Mail: _____

3. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone No. _____

E-Mail: _____

Company: _____

Signature: _____

Title: _____ Date _____

Certification of Proposal

NETWORK SECURITY AUDIT RFP

The undersigned certifies a comprehension of the specifications in the foregoing proposal, and that the merchandise or service submitted for this proposal meets or exceeds the specifications as listed herein. The successful vendor certifies that the vendor, all principals and sub recipients, are not suspended or debarred from providing the services described in this contract. Further, Pittsburgh Public Schools reserves the right to review the List of Parties Excluded from Federal Procurement or Non-procurement Programs to determine that the successful vendor, including all principals and sub recipients, has not been suspended or debarred from providing the services described in this contract.

FIRM _____

BY _____

II. **(Signature validates proposal)**

(Print or type name)

TITLE _____

ADDRESS _____

CITY _____

STATE, ZIP _____

TELEPHONE _____

E-MAIL _____

DATE _____

10% ELIGIBLE BUSINESS ENTERPRISE (EBE) ASPIRATIONAL GOAL FORM

Minority/Women business Department

A 10% EBE Aspirational Goal has been applied to this contract opportunity. Pursuant to the Uniform Terms and Conditions of this solicitation for the **Pittsburgh Public Schools (PPS)**, offering companies are required to identify their proposed utilization of certified diverse businesses upon responding.

CONTRACT TITLE/DESCRIPTION: _____

PPS STAFF: _____

DEPARTMENT: _____

ESTIMATED CONTRACT AMOUNT: _____

START DATE: _____

1. **Business Diversity Type** – Indicate all that apply and provide proof from a certifying agency for credit towards the EBE goal):
 - a. ☐ For Profit (corporation, partnership, etc.) ☐ Non-Profit (NPO) ☐ Government Agency
 - b. If your company is a 'for profit' entity, please identify your diversity status:

☐ Minority Business (MBE) certified
☐ Women Business (WBE) certified

☐ Disadvantaged Business (DBE) certified
☐ U.S. Small Business Administration (8(a)) certified
2. **Proposed Diversity Utilization Plan** – Please provide detailed information regarding any additional business entity that will assist in completing the scope of work as defined by this solicitation. Attach proof of current certification.

	Certified Diverse Business #1	Certified Diverse Business #2
Company Name		
Company Contact (name, title, email, and phone)		
Scope of Work		
Dollar Amount & Percentage of Contract	\$ _____ ÷ _____ total contract amount = _____ % of total contract	\$ _____ ÷ _____ total contract amount = _____ % of total contract
Business Diversity Type(s) (see question #1 above)		

3. **Good Faith Effort** – Please provide detailed information addressing your firm's culture for business diversity & inclusion if \$0 or 0% will be awarded to a certified diverse-owned/led firm.
 - a. Business Diversity \$ Paid Out Last Year to MBE, WBE, DBE, 8(a) or NPO certified firms?
 - Total Business Diversity Paid = _____
 - Total Business Diversity Paid/Your Company's Total \$ Spent = _____%
 - b. Business Diversity Firms Count: What is the total number of MBE, WBE, DBE, and/or SBA 8(a), firms that your company contracted with last year? Please itemize by each diversity type as well.
 MBE: _____ WBE: _____ DBE: _____ SBA 8(a): _____ Total: _____
 - c. Business Diversity Affiliations: Are you a member of any supplier/business diversity organizations? If so, please share the name of the organization and provide details concerning your level of involvement with that organization. _____

As the authorized representative for the company named below, I certify that the information concerning business diversity certifications and participation for this proposed contract have been reviewed by me and the information furnished is true to the best of my knowledge.

Company Name: _____ Date: _____

Printed Name and Title of Owner/Authorized Representative: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address of Authorized Representative: _____

Signature of Authorized Representative: _____

This section to be completed by the Pittsburgh Public Schools staff:

Managing Department/School: _____

Project Manager/Owner: _____ Phone Number: _____

Board Docs Approval Month: _____ Board Docs Approval Number: _____

Estimated Contract Amount: _____

Submit completed forms with attachments to the Minority/Women Business Department, pcastleberry1@pghschools.org.

INSTRUCTIONAL GUIDE

This page provides a list of instructions to assist with completing the 10% EBE Aspirational Goal form. Please copy and utilize a separate form for each individual project or contract opportunity.

Top Section (captures your company information)

- Contract Title/Description – what products and/or services are you providing pricing for?
 - PPS Staff & Department – enter the name of the person and department that you submitted your pricing to.
 - Estimated Contract Amount – enter the amount.
 - Start Date – enter the anticipated date that the contract will commence.
1. **Business Diversity Type** – Check the box for all that apply.
PLEASE ATTACH PROOF OF CERTIFICATION IF APPLICABLE. For more information, visit our website at www.pghschools.org/mwbe.
 2. **Proposed Diversity Utilization Plan** – List any suppliers, sub-contractors, sub-consultants, etc. that you will compensate to assist in the completion of the scope of work for this contract opportunity.
 - Company name – enter the name of the certified diverse firm (based on the business diversity types above).
 - Contact information – provide the name, title, email and phone number of the contact person.
 - Type of work that they will perform – briefly describe their scope of work for this contract.
 - To calculate the percentage, use this formula:
 - i. the diverse vendor's subcontract amount (divided by) this total contract amount (equals) the % of contract. Example: \$3,500 (subcontract amount) ÷ \$25,000 (total contract amount) = 14%
 - Business diversity type - enter all options that apply based on the categories listed in section #1.
 3. **Good Faith Efforts (GFE)** – Complete this section if \$0 or 0% of your proposed contract amount will be paid, directly by your company, to a certified diverse firm. Your GFE should reflect dollars spent during the previous calendar year with certified diverse firms and not related to this contract opportunity.
 - a. **Business Diversity Dollars Awarded Last Year**
 - Total dollars spent with certified diverse firms in the previous year.
 - Percentage of your procurement dollars spent with certified diverse firms in the previous year.
 - b. **Business Diversity Firms Count** – enter the total certified diverse firms you spent dollars with last year, also break it down by certified business diversity type.
 - c. **Business Diversity Membership** – list the name of any organization(s) your company belongs to whose mission is to increase contracts awarded to diverse owned businesses. Describe your level of participation.

Final Section - must be signed off by the owner, or an authorized representative of the company/agency submitting this proposal, bid or quote.

- Print your company name and today's date.
- Print the name and title of the owner or authorized representative.
- Provide the physical address for the company.
- Provide the phone number and email address of the owner or authorized representative.
- Provide the signature of the owner or authorized representative.

TO BE COMPLETED BY PPS STAFF ONLY:

- Projected Approval Month – enter the projected approval month.
- Projected Approval Year – enter the projected approval year.
- Board Docs Number – enter the Board Docs number.

Please submit this completed form with attachments and questions or suggestions to Paula B. Castleberry, Minority/Women Business Department, at (412) 529-4660 or pcastleberry1@pghschools.org.