



## **REQUEST FOR QUALIFICATIONS / PROPOSALS (RFQ/P)**

**FOR**

### **Non-Profit Development Strategy and Fundraising Consultant Services**

#### **Pittsburgh Public Schools – Food Service Department**

Issue Date: Monday, November 17, 2025

Due Date: December 15, 2025 at 2:00 PM ET

Contact: Malik Hamilton, Director of Food Service  
Pittsburgh Public Schools  
8 South 13th Street  
Pittsburgh, PA 15203  
Email: [mhamilton1@pghschools.org](mailto:mhamilton1@pghschools.org)

## **1. Purpose**

Pittsburgh Public Schools (PPS) Food Service Department is seeking proposals from qualified consultants or firms to provide Non-Profit Development Strategy and Fundraising Consulting Services. The selected consultant will develop and implement a comprehensive development strategy to support PPS Food Service's organizational growth, fundraising capacity, and long-term sustainability. Services will include the creation of a one-year fundraising plan, prospect research, grant management support, and the drafting of a Food Services Fundraising Advisory Framework.

## **2. Background**

The PPS Food Service Department operates as a self-funded enterprise that provides nutritious, culturally diverse, and locally sourced meals to students across the district. In alignment with the department's strategic goals, PPS seeks to expand its external funding base through grants, sponsorships, and philanthropic partnerships to sustain and enhance key initiatives including workforce development, scratch cooking expansion, facility renovation or modernization, and community engagement. The consultant will be expected to design systems that position PPS Food Service as an innovative, mission-driven organization capable of competing for regional and national funding opportunities.

## **3. Scope of Services**

The consultant shall provide services in the following five areas. Each area must be addressed within the proposal. Vendors may propose additional service areas if they believe additional strategies are warranted.

### **A. Development Plan Creation**

- Design a 12-month development and fundraising plan outlining strategic fundraising goals, target amounts, and recommended funding streams.
- Identify measurable performance indicators and milestones for progress tracking.
- Design 6-month sustainability phase focused on mentoring PPS staff, refining internal processes, and embedding systems for long-term success. Provided hands-on support as needed.

### **B. Identification of Recurring Fundraising Models**

- Evaluate and recommend recurring fundraising models suitable for PPS Food Service (e.g., community events, silent auction galas, sponsorship programs, or spring garden plant start sales). Assess each model's feasibility, scalability, alignment with departmental capacity, and potential long-term revenue impact. Provide clear recommendations for implementation, timeline, and resource requirements for each viable option.

### **C. Prospect Research & Funding Calendar**

- Conduct research to identify grantmakers, foundations, and donors aligned with PPS Food Service priorities.
- Develop a comprehensive grant and funding calendar including application deadlines, eligibility, narrative framing, and assigned responsibilities.

**D. Fundraising Advisory Framework**

- Draft a Food Services Fundraising Advisory Framework defining structure, mission, and operating guidelines for an advisory board.
- Identify and recommend potential Advisory Board Members representing philanthropy, education, business, and community leadership.
- Develop a charter and meeting cadence to sustain engagement and accountability.

**E. Grant Infrastructure Development**

- Create boilerplate grant language for common questions (mission, impact, community engagement, equity, sustainability).
- Develop templates for narratives, budgets, and reporting to support efficient grant submissions.

**F. Grant Writing & Project Management Support**

- Provide monthly check-in meetings to review the grant calendar, track progress, and prepare for upcoming deadlines.
- Offer strategic input and limited project management support to ensure organizational readiness for grant submissions.

**4. Deliverables**

1. Comprehensive Development and Fundraising Plan.
2. Customized Prospect Research Report identifying a minimum of 25 relevant funding opportunities.
3. Annual Grant Calendar with deadlines and recommended strategies.
4. Food Services Fundraising Advisory Framework and list of recommended Advisory Board candidates.
5. Boilerplate grant narrative templates and language library.
6. Monthly progress reports summarizing key actions, outcomes, and recommendations.

**5. Contract Term**

The anticipated contract term is eighteen (18) months from Board approval.

## 6. Submission Requirements

Proposals shall include the following sections in order and clearly labeled. Both digital and physical submissions are required:

1. Cover Letter summarizing qualifications and proposed approach.
2. Company Profile (name, address, key personnel, and experience).
3. Work Plan & Methodology describing approach to each service area.
4. Relevant Project Examples (past 5 years).
5. References (minimum three), evaluated under Experience & Qualifications.
6. Fee Proposal using the following structure for each service area:

Service Area:

Description of Deliverable:

Estimated Hours:

Fixed Cost:

Notes:

7. Required Forms and Attachments (EEO, Davis-Bacon, Right to Inventions, Debarment/Suspension, 10% EBE Goal Form).

## 7. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Evaluation Criteria	Weight
Cost Proposal (Total & Per-Service Pricing)	33%
Approach & Methodology	27%
Deliverables & Workplan	17%
Qualifications & Experience	13%
MWBE / EBE Participation	10%

**\*\*Detailed Subcriteria:\*\***

### **Cost Proposal (33%)**

- Clarity and completeness of cost breakdown across all service areas.
- Demonstrated cost reasonableness and value for services rendered.
- Transparency in assumptions regarding time, personnel, and resources.

### **Approach & Methodology (27%)**

- Innovation and creativity in approach to nonprofit development and fundraising.

- Alignment with PPS mission and ability to translate education-based initiatives into philanthropic narratives.
- Evidence of strategic thinking and systems-building capacity.

#### **Deliverables & Workplan (17%)**

- Clarity of proposed deliverables and alignment with stated scope of work.
- Feasibility and realism of the timeline and project management plan.
- Integration of sustainability and capacity-building measures.

#### **Qualifications & Experience (13%)**

- Demonstrated success in nonprofit development or education-based fundraising projects.
- Experience working with government or quasi-governmental organizations.
- Strength of references and client satisfaction from comparable engagements.

#### **MWBE / EBE Participation (10%)**

- Commitment to PPS's 10% EBE aspirational goal.
- Utilization of certified minority-, women-, or veteran-owned firms.
- Demonstrated internal culture of diversity, equity, and inclusion.

### **8. Questions & Addenda (Controls)**

All questions must be submitted in writing by Friday, December 5, 2025, at 4:00 PM ET. Official responses will be issued as Addendum #1 no later than Wednesday, December 10, 2025, and shall supersede any verbal statements.

### **9. No-Contact / Lobbying Restriction**

From release through award, contact is limited to the Procurement Contact listed in Section 1. Unauthorized contact with other District personnel or Board members may result in disqualification.

### **10. Required Attachments and Forms**

Proposals must include the following attachments as part of submission:

- Attachment A – Equal Employment Opportunity (EEO) Statement
- Attachment B – Davis-Bacon Act Compliance
- Attachment C – Right to Inventions Agreement
- Attachment D – Debarment and Suspension Certification
- Attachment E – 10% Eligible Business Enterprise (EBE) Aspirational Goal Form

### **11. Presentations**

As part of the evaluation process, PPS will invite shortlisted proposers to participate in an in-person presentation and interview to clarify or expand upon their written proposal. Presentations will provide an opportunity for proposers to demonstrate understanding of the scope, approach,

and project methodology, as well as introduce key personnel who would be assigned to this engagement.

Presentations will be scheduled at the discretion of PPS during the evaluation period, and participation will be considered in the final scoring and recommendation for award.

## **12. Timeline**

<b>Notice &amp; RFQ/P Release Date</b>	Monday, November 17, 2025
<b>Deadline for Written Questions</b>	Friday, December 5, 2025 at 4:00 PM ET
<b>Responses to Questions / Addendum Posted</b>	Wednesday, December 10, 2025 Monday,
<b>Proposal Submission Deadline</b>	December 15, 2025 at 2:00 PM ET
<b>Evaluation Period</b>	December 16 - December 30, 2025
<b>Recommendation for Award</b>	By December 30, 2025
<b>Board Approval / Contract Award</b>	January 28, 2026
<b>Anticipated Contract Start Date</b>	February 2, 2026

## **ATTACHMENT A – EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

### **1. Policy Statement**

The Pittsburgh Public Schools (PPS) is committed to the principles of equal employment opportunity and to maintaining a workplace and contracting environment free from discrimination and harassment. It is the policy of PPS that all employment, contracting, and subcontracting decisions are made without regard to race, color, religion, creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, marital status, pregnancy, disability, veteran status, or any other protected characteristic as defined by applicable federal, state, and local laws.

### **2. Consultant Commitment**

The Consultant agrees to:

Comply with all federal, state, and local laws, regulations, and executive orders relating to equal employment opportunity, including but not limited to Title VII of the Civil Rights Act, Executive Order 11246, the Pennsylvania Human Relations Act, and the Americans with Disabilities Act (ADA).

Ensure that applicants and employees are treated equitably during recruitment, hiring, promotion, transfer, compensation, benefits, training, and termination.

Maintain a workplace free of harassment and retaliation and take immediate corrective action if such conduct occurs.

Post and distribute EEO policy notices to employees, subcontractors, and applicants in conspicuous places.

Include these same obligations in all subcontracts and agreements arising from this RFQ/P engagement.

### **3. Reporting and Records**

The Consultant shall maintain employment and subcontractor records as required by law and provide access to such records for audit or compliance review by PPS or authorized governmental agencies upon request.

### **4. Enforcement**

Violation of this clause may be considered a material breach of contract and may result in contract termination, disqualification from future PPS solicitations, or other remedies available under law.

### **Accepted and Agreed:**

**Consultant Name:** \_\_\_\_\_

**Authorized Representative (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT B – DAVIS–BACON ACKNOWLEDGMENT (NOT APPLICABLE TO THIS RFQ/P)**

The Davis–Bacon Act (40 U.S.C. § 3141 et seq.) and its implementing regulations (29 CFR Part 5) require the payment of prevailing wage rates and fringe benefits to laborers and mechanics employed on the construction, alteration, or repair of public buildings or public works financed with federal funds.

This solicitation is for professional consulting services related to nonprofit development strategy and fundraising, and does not include the performance of construction, renovation, or other labor subject to Davis–Bacon wage determinations. Accordingly, the prevailing wage requirements of the Davis–Bacon Act do not apply to this contract.

Should future federally funded work covered under this engagement require construction or renovation, Pittsburgh Public Schools (PPS) will issue an appropriate amendment or separate procurement subject to Davis–Bacon compliance in accordance with applicable federal and state regulations.

**Accepted and Agreed:**

**Consultant Name:** \_\_\_\_\_

**Authorized Representative (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Attachment C – Right to Inventions Agreement**

### **1. Purpose**

This Right to Inventions Agreement (“Agreement”) establishes the ownership rights of any intellectual property, inventions, discoveries, or creative works developed under a contract with the Pittsburgh Public Schools (“PPS”), including its departments, divisions, and programs.

### **2. Definitions**

For purposes of this Agreement:

- **“Invention”** means any discovery, design, development, innovation, process, improvement, software, documentation, report, written material, or other creative work conceived, created, or reduced to practice, in whole or in part, during the performance of services under the contract.
- **“Consultant”** means the individual, firm, or entity entering into a contract with PPS to perform services described in the Request for Qualifications/Proposals (RFQ/P) for *Non-Profit Development Strategy and Fundraising Consultant Services*.

### **3. Ownership of Work Product**

All Inventions, documents, data, reports, materials, software, and related work products produced or developed by the Consultant, its employees, or subcontractors under the PPS contract shall be deemed “works made for hire” under U.S. copyright law.

To the extent that any such work does not qualify as a work made for hire, the Consultant hereby assigns and transfers to PPS all right, title, and interest in and to such Inventions and related intellectual property without additional compensation.

### **4. Use of Pre-Existing Materials**

If the Consultant includes any pre-existing, proprietary, or third-party materials in deliverables, the Consultant shall identify such materials in writing prior to submission. PPS shall receive a perpetual, royalty-free, non-exclusive license to use, reproduce, display, and distribute those materials solely for internal, non-commercial purposes related to the contracted project.

### **5. Consultant’s Obligations**

The Consultant shall:

- a. Promptly disclose to PPS any Invention conceived or developed under the contract.
- b. Execute and deliver all documents, assignments, and instruments necessary to vest ownership in PPS.
- c. Require all employees, agents, and subcontractors working on the PPS contract to execute agreements consistent with this provision.

## **6. Rights of PPS**

PPS shall have the unrestricted right to use, modify, reproduce, and distribute any deliverables or Inventions created under this Agreement for educational, administrative, or operational purposes without further obligation to the Consultant.

## **7. Survival**

The rights and obligations under this Agreement shall survive expiration, termination, or completion of the PPS contract.

## **8. Entire Agreement**

This document represents the entire understanding regarding ownership of Inventions and intellectual property between PPS and the Consultant and supersedes any conflicting terms elsewhere in the contract.

### **Accepted and Agreed:**

**Consultant Name:** \_\_\_\_\_

**Authorized Representative (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## United States Department of Agriculture

AD-1048

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 0.25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.*

**(Read Instructions On Next Page Before Completing Certification)**

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**ORGANIZATION NAME:****PR/AWARD NUMBER OR PROJECT NAME:****NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)**

PRINT NAME

TITLE

SIGNATURE

DATE

PRINT NAME

TITLE

SIGNATURE

DATE

## **Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# Attachment E – 10% Eligible Business Enterprise (EBE) Aspirational Goal Form



## 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](mailto:pcastleberry1@pghschools.org).**

The Pittsburgh Public Schools does not discriminate on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to designated youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or 412.529.HELP (4357).

## 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](http://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](mailto:pcastleberry1@pghschools.org).