

# REQUEST FOR QUALIFICATIONS

FROM AUCTIONEERS

*For*

AUCTIONEER SERVICES FOR SURPLUS INVENTORY

*At*

MULTIPLE LOCATIONS THROUGHOUT THE DISTRICT

*And*

TO BE CONDUCTED BOTH IN-PERSON AND VIRTUALLY

**DATE OF ISSUE: February 18, 2026**

Proposal in Response to this RFP are due at **2:00 pm on Tuesday, March 24, 2026**

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PITTSBURGH PUBLIC SCHOOLS  
OPERATIONS DEPARTMENT  
1305 MURIEL STREET  
PITTSBURGH, PA 15203

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## TABLE OF CONTENTS

### Contents

1.0 INTRODUCTION.....	3
2.0 PURPOSE.....	3
3.0 SCOPE OF SERVICES.....	3
4.0 TERM.....	4
5.0 MINIMUM QUALIFICATIONS.....	4
6.0 SELECTION AND REQUIRED SUBMISSION CONTENTS .....	5
7.0 EVALUATION CRITERIA .....	8
8.0 SUBMISSION INSTRUCTIONS .....	9
9.0 PUBLIC LAW .....	9
10.0 ORGANIZATION OF WORK.....	11
11.0 GENERAL PRECAUTIONS.....	13
12.0 GENERAL TERMS AND CONDITIONS .....	14

## 1.0 INTRODUCTION

Pittsburgh Public Schools (“PPS” or the “District”) is soliciting letters of interest and qualifications from licensed auctioneers to provide professional auction services for the sale of surplus property which may include, but is not limited to vehicles, equipment, furniture, technology, and other assets no longer needed for school purposes.

The District may conduct auctions at multiple school buildings and/or administrative sites simultaneously, and may use on-site, online, or hybrid auction formats, consistent with applicable Pennsylvania State law.

All Proposals must be submitted no later than **2:00 p.m., March 24, 2026**. Late submissions will not be accepted under any circumstances. Proposals will remain confidential until the submission deadline, after which they will become public records subject to disclosure in accordance with applicable law.

## 2.0 PURPOSE

2.01 The purpose of this RFQ is to establish one or more pre-qualified auctioneers capable of providing compliant, cost-effective, and transparent auction services in accordance with:

- A. The Pennsylvania Public School Code, including provisions related to the sale of unused and unnecessary lands, buildings, and property by public auction; and
- B. Applicable provisions of Pennsylvania law governing public auctioneers and the conduct of public auctions.

The District intends to select **one** Auction House that provides the **best value** solution based on the evaluation criteria set forth in this RFP. Qualification under this RFQ does not guarantee any minimum volume of work or compensation.

## 3.0 SCOPE OF SERVICES

**The selected Auctioneer shall, as requested by the District:**

- Plan, organize, and conduct public auctions at one or more District sites, including the ability to manage multi-site events within the same general time period.
- Recommend appropriate auction format (live, online, or hybrid) for each sale.

- Provide all labor, equipment, and materials necessary to conduct the auction, including clerking, cashiering (unless otherwise managed by the District), bid calling, and crowd management.
- Provide marketing and advertising (print, online, social media, signage, trade channels) sufficient to ensure competitive bidding and maximize return to the District.
- Prepare catalog/lot lists with descriptions and, where applicable, photos of property to be sold.
- Ensure the conduct of the auction complies with all applicable Pennsylvania laws and regulations, including requirements related to licensed auctioneers and sale records.
- Maintain records of each item sold, including description, sale price, buyer information, and any other data requested by the District, and provide a complete post-auction report.
- Collect funds from buyer as directed, and remit sale proceeds and reports to the District within the time limit established in the contract.
- Coordinate removal of sold property, ensure buyers comply with removal deadlines, and report any issues to the District.

The District reserves the right to conduct certain administrative aspects of sales itself (e.g., tax collection, receipting) and will define these responsibilities in the final agreement.

#### **4.0 TERM**

The District anticipates establishing a qualification period beginning on or about February 18, 2026, and continuing through March 24, 2026, with options to extend the qualification list at the District's sole discretion, contingent upon the continued availability of funds and District needs.

Each Proposal must follow the format below and include all requested documents and exhibits. **Failure to submit all required information will render the Proposal incomplete and nonresponsive and may result in rejection.**

#### **5.0 MINIMUM QUALIFICATIONS**

**Auctioneers responding to this RFQ must meet the following minimum requirements:**

- Hold a current and valid Pennsylvania Auctioneer License, in good standing, for the duration of any agreement.
- Have at least five (5) years of demonstratable experience conducting public auctions of surplus property for public entities (school districts, municipalities, authorities, or similar).
- Demonstrate experience conducting auctions at multiple locations within a political subdivision or similar multi-site environment.
- Maintain adequate insurance coverage, including general liability, automobile liability, and workers' compensation, in amounts acceptable to the District.
- Be willing and able to comply with all applicable District policies, Pennsylvania Department of Education requirements, and federal/state nondiscrimination and equal opportunity requirements.

A. EBE (Eligible Business Enterprise) Participation

The District has established an aspirational goal of **10% EBE participation**, emphasizing meaningful and commercially useful involvement of minority-owned and women-owned businesses. (Form included with this RFQ and is required to be submitted)

**6.0 SELECTION AND REQUIRED SUBMISSION CONTENTS**

6.01 Respondents shall submit three (3) complete packages containing the following information:

After completion of the proposal evaluation process, including any interviews deemed necessary by the District, the District will identify the Proposer with whom it intends to enter negotiations for the Project.

A. Cover Letter

- Company name, address, primary contact person, phone, and email address.
- Statement of interest and ability to perform services at multiple District Sites.

B. Company Profile and Qualifications

- Brief history of the company and ownership structure.
- Description of primary services and areas of specialization.
- Confirmation of Pennsylvania Auctioneer License number(s) and status.

C. Experience and References

- Description of at least three (3) recent auctions for public-sector clients, preferably in Pennsylvania and/or for K-12 school districts.
- For each auction: client name, description of property sold, number of locations involved, auction format (live/online/hybrid), date, and total gross sales.
- Contact information for at least three (3) references.

D. Proposed Percentage/Commission Structure

- Detailed description of proposed compensation structure, including:
  - Commission or percentage of gross sales charged to the District.
  - Any buyer's premium, and how it is applied.
  - Any minimum fee, setup fee, marketing fee, or additional charges.
- Indicate whether pricing differs for on-site auctions versus online or hybrid auctions.
- Identify any discounts or tiered percentages based on volume.

E. Approach to Multi-Site District Auctions

- Narrative describing how the company will plan to execute auctions that include multiple District locations, including coordination, staffing, scheduling, and communications.

F. Staffing and Key Personnel

- Organizational chart for auction operations.
- Resumes or summaries for key staff who would be assigned to the District's auctions.

G. Sample Documents

- Sample auction agreement or engagement letter (withy proprietary terms redacted in necessary).
- Sample auction catalog and settlement report.

6.02 Insurance and Legal Compliance:

- **Contractor's Insurance:** No Contractor shall commence work under this Contract until it has obtained all insurance required under this or any subsequent section of the Contract Documents and such insurance has been approved by the Owner. The Contractor shall not permit any Subcontractor to commence work on its subcontract until all similar insurance required of the Subcontractor has been obtained and approved. Public Liability and Property Damage Insurance shall be made out in favor of the School District of Pittsburgh with the Architect as an additional insured. All insurance specified herein shall be paid for by the Contractor.
- **Compensation Insurance:** The Contractor shall accept, as far as the work covered by this Contract is concerned, provisions of Workmen's Compensation Act of 1915 and any supplements or amendments now in force or which may hereafter be enacted and agrees that it will insure its liability thereunder. In case any work is subcontracted, the Contractor shall require the Subcontractors to provide Workers Compensation Insurance for all of the Subcontractors employees unless such employees are covered by protection afforded by the Contractors.
- **Public Liability and Property Damage Insurance:** The Contractor shall take out and maintain during the life of this Contract, such Public Liability and Property Damage Insurance as shall protect it, and the Subcontractors performing work covered by this Contract, from claims for damages and personal injury, including accidental death, as well as from claims for property damages which may arise from operations in accordance with this Contract, whether such operations be by itself or by any Subcontractor or anyone directly or indirectly employed by either of them. The amounts of such insurance shall be as follows:
  - A. Commercial General Liability on an occurrence coverage form. General aggregate limit applies per project and per location. The limits of liability shall not be less than:
    1. \$1,000,000 each occurrence (combined single limit for bodily injury and property damage)
    2. \$500,000 damage to rented premises (each occurrence)
    3. \$10,000 medical expenses (any one person)
    4. \$1,000,000 personal injury
    5. \$2,000,000 general aggregate
    6. \$2,000,000 aggregate on products and completed operations.

- B. Automobile Liability. Include coverage for any auto, owned, non-owned and hired. The limits of liability shall not be less than:
    1. \$1,000,000 combined single limit (each accident)
  - C. Umbrella Liability:
    1. \$10,000,000 each occurrence
    2. \$10,000,000 aggregate
  - D. Workers Compensation and Employers' Liability, The limits of liability shall not be less than:
    1. Per statute
    2. \$1,000,000 for each accident for bodily injury by accident.
    3. \$1,000,000 for each employee for bodily injury by disease.
    4. \$1,000,000 policy limit
- **Property Insurance:** Property insurance acceptable in the form of Builder's Risk. The Prime General Contractor for the General Work shall obtain, and maintain during the life of this Contract, property insurance for the Total Project (all four Prime Contracts – General Construction; Electrical, Heating Ventilation/Air Condition; and Plumbing are the Prime Contractors) to the full insurable value thereof. The insurance shall include the interests of all Prime Contractors, Subcontractors, and the Owner and shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss or damage, including, without duplication of coverage, theft, vandalism, and malicious mischief.
  - **Additional Insured Endorsement:** Blanket additional insured coverage should include the Owner (School District of Pittsburgh), its officers, directors and employees, the Architect/Engineer of the project and any other party as may be required by the Owner.

**Certificates of insurance (or statement that certificates will be provided upon award.)**

- Any disclosures of prior or pending litigation or regulatory actions involving auction activities.

**All submissions must be signed by an individual authorized to bind the firm.**

## **7.0 EVALUATION CRITERIA**

**The District will evaluate responses using criteria such as:**

- Relevant experience with public-sector and school district surplus auctions.
- Demonstrated ability to manage multi-site auctions efficiently and securely.

- Proposed commission/percentage structure and overall value to the District.
- Quality of proposed approach, staffing, and sample materials.
- References and record of satisfactory performance.

The District may request interviews or presentations from one or more respondents. The District reserves the right to select one or more firms or to reject all submissions.

## **8.0 SUBMISSION INSTRUCTIONS**

### **Submission Format:**

- One (1) original hard copy, clearly marked “ORIGINAL.”
- Two (2) additional hard copies
- One (1) electronic copy in PDF format on a USB drive or submitted via email to the contact listed in Section 1.

### **Submission Deadline:**

**The District must receive qualifications no later than 2:00pm on Tuesday, March 24, 2026.**

### **Send Qualifications to:**

**Pittsburgh Public Schools**

**Operations Department**

**Attention: Ms. Holly Pataski, Project Manager of Operations**

**1305 Muriel Street**

**Pittsburgh, Pa. 15203**

**EMAIL for all questions and electronic PDF copy: [hpataski1@pghschools.org](mailto:hpataski1@pghschools.org)**

Late submissions may be rejected at the District’s sole discretion.

Questions regarding this RFQ must be submitted in writing (email preferred) to the contact above by **Tuesday, March 17, 2026**. Responses to questions may be shared with all known recipients of the RFQ as an addendum.

## **9.0 PUBLIC LAW**

Each and every provision of law and clause required by law to be inserted into any part of this Contract shall be deemed to have been so inserted herein and the Contract shall be read and enforced as though the insertion had been physically made.

9.01 **Background Check of Employees:** The Contractor, any of his/her employees, and sub-Contractors who come in direct contract with children during the discharge of responsibilities under this contract must obtain at the Contractor's expense the following background clearances. As required by Section 1-111 of the Public School Code of 1949, as amended by Act 114 of 2006, and Act 34 of 1986, and the Child Protective Services Law, as amended, 23 Pa C.S. 6301, and Act 168 of 2014, et seq. the Contractor shall provide Federal Criminal History Record, a Pennsylvania State Police Clearance, a Pennsylvania Child Abuse History Clearance, and an Employment History Review. The results must be submitted to the District before performing any services under this contract.

A. Required forms can be viewed on-line at the following website:  
<https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

1. **Act 151 – Pennsylvania Child Abuse History Clearance** - Electronically complete the PA Child Abuse History clearance at <https://www.compass.state.pa.us/cwis/public/home>.
2. **Act 34 – Request for Criminal Record Check** - Electronically complete the Criminal History clearance on the Pennsylvania State Police website at <https://epatch.state.pa.us>.
3. **Act 114 - FBI Federal Criminal History Check** - (fingerprinting required – FBI report apply online <https://uenroll.identogo.com>; Service Code 1KG6Y3; Cost: \$21.35 paid at the fingerprinting site). You can also apply via phone at 1-844-321-2101.
4. **Act 168 – Employment History Review** – Download and complete the PA Sexual Misconduct/Abuse Disclosure Release form available at [https://www.education.pa.gov/Documents/Codes\\_and\\_Regulations/Basic Education Circulars/Purdons Statutes/Act 168 - Attachment - Commonwealth of Pennsylvania's Sexual Misconduct-Abuse Disclosure Release.pdf](https://www.education.pa.gov/Documents/Codes_and_Regulations/Basic_Education_Circulars/Purdons_Statutes/Act_168_-_Attachment_-_Commonwealth_of_Pennsylvania's_Sexual_Misconduct-Abuse_Disclosure_Release.pdf) Instructions are on the form and the Contractor shall review and report any affirmative response to any of the questions listed in sections 1 and 2 to the District.

B. All clearance documentation is required to be less than five years old at the time of contract execution.

9.02 **Labor Discrimination – Public School Code of 1949, Section 755**

**The Contractor agrees:**

A. That in hiring employees for the performance of work under this Contract, or any subcontract hereunder, no Contractor, Subcontractor, or any person acting on behalf of such Contractor or Subcontractor, shall, by reason of race, creed, color, or sex, discriminate against any

citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.

- B. That no Contractor, Subcontractor, or any person acting on behalf of such Contractor or Subcontractor shall in any manner discriminate against or intimidate any employee hired for the performance of Work under this Contract on account of race, creed, color, or sex.
- C. That this Contract may be canceled or terminated by the Owner and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the Contract.

9.03 **Labor Discrimination – Pennsylvania Human Relations Act:** The Contractor agrees to comply with all the provisions of the Pennsylvania Human Relations Act, as amended.

9.04 **Owner’s Authority in Employment:** Should the Owner deem anyone employed by the Contractor in connection with the work, including the Contractor’s project manager or other key personnel, incompetent or unfit for his duties, the Contractor shall dismiss him or her, and he or she shall not be employed on the work again without the permission of the Owner.

9.05 **Appliances:** It is the Contractor’s responsibility that:

- A. Tools, machines and appliances of all kinds furnished for use on the work shall be sound, suitable for their purpose, and shall expose workmen to no extraordinary hazard.
- B. No workmen shall be permitted to use any tool or appliance who has not been fully instructed in its safe and proper use.

## **10.0 ORGANIZATION OF WORK**

10.01 **Occupancy of the Premises**

- A. The normal work hours for access to the auction area within the building and grounds during periods when school is not in session, will be Monday through Friday, from 6:00 a.m. to 10:00 p.m., and Saturday from 6:00 a.m. to 2:00 p.m., excluding Owner’s holidays and Teacher In-service days, unless otherwise specified. When school is in session, all work in, on or around an occupied existing building shall be done after student dismissal, typically between 2:30 p.m. to 4:00 p.m. and the auction area will be made available for a full eight (8) hour shift. Work outside of these standard hours will not be allowed without written permission is obtained from the Owner. For any work outside the time specified the Auctioneer may be charged the additional expense of custodial and/or inspection time incurred by the Owner.

1. Owner’s Holidays: New Year’s Day, Martin Luther King Day, Friday before Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day,

Thanksgiving day, Day after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve.

2. Teacher in-service days, which includes parent-teacher conferences: seventeen scheduled weekdays between August 01 and April 30.
  3. Work done in a building occupied for school purposes shall be done in such a fashion and at such times as will cause minimum disturbance to the normal conduct of school operations, and the Auctioneer, by any action or by omission of any action, shall not subject any occupant of the building to alarm or personal hazard. The Auctioneer shall consult with the Owner to this end. Areas necessary for egress from buildings shall be kept clear at all times.
- B. Before commencing any work, the Auctioneer or his authorized representative shall report to the primary office, identify him/herself and provide a list of all workers who will be employed on the site or in the building. All identification will then be transferred to the custodian.
1. Each new person shall be identified in the same manner.
  2. After identification has been established and in order to avoid being classified as an unauthorized intruder, it shall be the duty of an authorized person to report to the custodian each day he/she and a crew of workers enter the building and before commencing work.
  3. Identification Badge. The Auctioneer shall provide identification badges that include a photograph of the individual for all workers. All personnel who have access to the jobsite are required to wear the identification badge on their outer garment. Personnel visiting the site must be escorted by an individual with an identification badge. The Auctioneer will be fined, by the Owner, one hundred (\$100.00) dollars per violation of this requirement.
  4. If the Auctioneer desires access to additional facilities or instructions, the Auctioneer or his authorized representative shall contact the Owner.

#### 10.02 **Board Policies**

- A. The Contractor shall abide by all Board policies, briefly described below:
1. **Non-smoking:** It is the intent of the Board to have a tobacco-free School District, which includes all buildings and grounds owned and/or operated by the School District, with only the following exceptions: designated smoking areas outside of buildings. The Auctioneer will be fined, by the Owner, one hundred (\$100.00) dollars per violation of its employees, Subcontractors, material supplies, or other agents on-site under its direction. This policy also applies to E-cigarettes (vaping).
  2. **Prohibition of Sexual Harassment:** The Board prohibits the sexual harassment of, or by, all persons within the School District of Pittsburgh including, by way of illustration

but not by any limitation, all students, employees, applicants for employment and non-employees who transact business with the School District with or without compensation. This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and all School District business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances. Any employee or representative of an Auctioneer found in violation of this policy will be immediately removed from the site and will not be permitted to return without written approval of the Owner.

3. **Code of Ethics:** The Code of Ethics sets forth ethical guidelines for reference by Board Members, employees, volunteers, and persons doing business with the School district when involved in the expenditure and/or obligations of public funds or the collection and/or review of confidential information, assuring the decisions are made independently, free of any conflicts of interest and through the appropriate decision making channels.

B. A copy of these policies, in their entirety, will be made available upon request.

#### 10.03 **Supervision and Verification**

- A. The Auctioneer agrees to Supervise and direct the work at all times, using an appropriately knowledgeable and skilled employee. The Auctioneer, by entering into this agreement certifies that it has the necessary skill and experience in this particular Project type, which it has successfully participated in for at least five (5) years or work of similar type and scope.

### 11.0 **GENERAL PRECAUTIONS**

11.01 **Fires, Smoking, Signs, and Loading:** The Auctioneer shall make and enforce rules to prevent the following:

- A. The lighting of open fires upon the premises.
- B. Smoking or use of e-cigarettes (vaping) within the existing building.
- C. The erection on or about the premises of any sign, billboards, or other advertisement by the Contractor or his Subcontractors except by written approval.
- D. The loading of any part of the structure with weight is greater than it is calculated to bear.
- E. Areas necessary for egress from buildings for school fire drills shall be kept clear at all times during construction.

## **12.0 GENERAL TERMS AND CONDITIONS**

- The District may cancel or modify this RFQ at any time and may issue addenda as needed.
- All costs incurred in the preparation and submission of a response are the sole responsibility of the respondent.
- All materials submitted become the property of the District and may be subject to disclosure under Pennsylvania's Right-to-Know Law.
- Any contract resulting from this RFQ will incorporate standard District terms and conditions, including insurance requirements, indemnification, nondiscrimination, and compliance with applicable federal and state laws and regulations.
- The District's obligation to proceed is contingent upon the continued availability of funds and approval by the Board of School Directors.
- The District reserves the right to negotiate final terms, including commission percentages and scope of services, with one or more selected firms.

There shall be no contact with any Board Member in the proposal process.



**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  Disadvantaged Business (DBE) certified
    - Women Business (WBE) 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).