



Public Schools of the Tarrytowns

Lauren Leone, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

REQUEST FOR PROPOSALS

RFP #2026-06

SPECIAL EDUCATION AND RELATED SERVICES

DUE: Tuesday, April 21, 2026 by 3:00 PM EST

Return to:
Lauren Leone
Purchasing Agent
Tarrytown UFSD
200 North Broadway
Sleepy Hollow, NY 10591



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1. PROJECT DESCRIPTION

1.1 General

The Tarrytown Union Free School District ("the District"), a public school districts in Westchester County, NY, is requesting proposals from qualified vendors (Proposer) for the provision of Special Education and Related Services. Proposers may bid on any or all the services for which they qualify. The Tarrytown UFSD will award contract(s) to the proposer that best suits their individual requirements. All proposals must be submitted according to the specifications noted herein.

1.2 Site

Services will be provided at various locations throughout the District as required and directed by the Assistant Superintendent for PPS.

1.3 Scope of Requested Services

Scope of Services shall include, but not be limited to, the following Special Education and Related Services:

1. Occupational Therapy
2. Physical Therapy
3. Speech/Lang Evaluations
4. Speech/Lang Therapy
5. Speech Pathologist
6. ABA Services/Specialized Instruction
7. RN/LPN/Aide
8. Parent Training
9. Tutoring/Home Instruction
10. Transition Planning
11. Audiology
12. Assistive Technology
13. Extended Day Arts and Recreation Providers
14. Psychological Evaluations
15. Mutism
16. Services for the Blind
17. Clinical Social Worker
18. Sign Language
19. Interpreter
20. Teacher for the Deaf
21. Job Coach
22. Bilingual Speech Evaluations
23. Neuropsychological Evaluations
24. Psychiatric Evaluations



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25. Behavioral Intervention Services

26. Bilingual Psycho-Educational Evaluations

All Providers shall, in their individual fields, be certified and licensed consistent with the standards established by the New York State Education Department. It is understood and agreed that all services provided pursuant to this Agreement shall be in coordination with the Assistant Superintendent for PPS or designee. All reports and documents generated in connection with this Agreement shall be provided to Assistant Superintendent for PPS or designee.

Awarded proposers will provide all services according to the annexed Service Agreement (Appendix 1).

2. THE SELECTION PROCESS

2.1 Timetable

The selection process will be according to the following schedule:

- | | |
|----------------|---|
| • 3/20/2026 | RFP Issued |
| • 3/25/2026 | Confirmation of Participation Due <i>Appendix 4</i> |
| • 3/25/2026 | Questions due from proposers |
| • 3/27/2026 | Answers back to proposers via addendum |
| • 4/21/2026 | Proposals due |
| • EST May 2026 | Estimated Contract Award |
| • 7/1/2026 | Contract start date |

The District reserves the right to schedule interviews with finalists prior to the final selection of consultants and contract award.

2.2 Proposal Evaluation Criteria

For this Request for Proposal, the Proposals will be evaluated using the following Criteria:

- | | |
|--|-----|
| 1. Quality and completeness of proposal: | 10% |
| 2. Experience and qualifications of the Proposer: | 30% |
| Consideration will be given to Proposers demonstrating strong capabilities, experience, and reputation in providing the professional services described in this RFP. At least three (3) years experience in the provision of the proposed service(s) for school districts and/or similar organizations is preferred. Preference will be given to firms with experience in school settings. | |
| 3. Staffing: | 30% |



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Number of available and accessible related service providers available to the District. The individual capabilities, experience, and reputation of the proposed staff will be considered.

5. Cost to the district: 30%

Proposers may bid on any or all of the services for which they qualify.

3. CONTRACT

3.1 Term

The contract term is **July 1, 2026 through June 30, 2027** with an option to renew for a maximum of four (4), one (1) year periods, for a total of five (5) contract years. Contract renewal will be subject to any adjustments or agreement between the parties, but limited to a maximum increase based on the annual Consumer Price Index change that is used for contingent budgets for New York State School Districts.

3.2 Services

The District reserves the right to award a contract for any and all of the proposed services. Services will be provided to the District on an ***as-needed*** basis. A contract award does not guarantee that the service will be utilized during the contract term.

3.3 Documents

The Service Agreement included in this packet, *Appendix 1*, details the District stipulations. The awarded service providers will be required to execute the District agreement.

3.4 Insurance Requirements

The Insurance Requirements are noted in *Appendix 2*.



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4. RFP PROCEDURES

4.1 Information and Documents

Questions concerning the RFP and the procedures for responding should be in writing and directed to:

Lauren Leone, Purchasing Agent
Tarrytown Union Free School District
200 North Broadway
Sleepy Hollow, NY 10591
914.332.4262
lleone@tufsd.org

4.2 Submission of Proposals

One (1) original, one (1) copy of the hardcopy proposal and one (1) flash/thumb drive with a copy of the proposal in PDF format must be submitted to the Purchasing Department. Envelopes must be sealed and **clearly marked RFP# 2026-06 Special Education and Related Services** and the name and address of the Proposer. Proposals must be received no later than 3:00 PM on Tuesday, April 21, 2026 at the following address:

Lauren Leone, Purchasing Agent
Tarrytown Union Free School District
200 North Broadway
Sleepy Hollow, NY 10591

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered.

4.3 Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.

4.4 Right to Reject Proposals

This RFP does not commit any of the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and the District reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best



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interest of the District to do so. The District may select as the successful proposer that proposal which, in that District's sole discretion and with whatever modifications that District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful Proposer.

5. PROPOSAL FORMAT AND CONTENTS

5.1 Proposals to Conform To Format and Content

Proposals must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Proposal and any supporting information will not be returned to any Proposer.

5.2 Format

All proposals are requested to include the following structure:

1. Transmittal Letter (signed by authorized representative)
2. RFP Deviations
3. Proposer Qualifications
4. Price Proposal
5. Appendices (as appropriate)

1. Transmittal Letter

Provide a short (no more than three pages) letter, signed by an authorized individual. The letter should identify the Proposer's point of contact for the duration of this RFP process and should delineate that the contents of the proposal are valid for at least 90 days.

2. RFP Deviations

Any deviations from specifications should be stated here.

3. Proposer Qualifications

Provide a summary that includes:

- i. Background, organization, and experience of the individual or company. Include documentation that the company and any staff assigned to a district maintain appropriate



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licensure and certification as required by New York State and any other applicable governing authority to perform these services in a school district. Resumes for key staff must be included. The final staff assigned to the District is subject to the approval of the District.

- ii. Number of institutions in New York State where the Proposer provides similar services.
- iii. References for at least three school districts or institutions of similar size, preferably in Westchester or New York State. Include the name of the district or institution, contact name, address, phone number, fax number, size of district or institution, and brief description of services provided.

4. Price Proposal

On the FORM OF PROPOSAL *Appendix 3*, provide your best price for meeting the needs of this RFP. **Prices should be noted as hourly rates.**

Include a separate sheet detailing descriptions of all that is included for the prices noted.

5. District Required Forms Appendix 4

6. Additional Information and/or Value Add (if any)

Include any other information you feel to be important for your proposal.

If your firm provides Special Education and Related Services in addition to the services listed in this RFP, please list those services and include appropriate pricing in hourly rates. The District, at its discretion, may award contract(s) according to the same terms as noted herein for any of the additional services.



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Appendix 1

SERVICE AGREEMENT

The awarded vendor ("Contractor") is in the business of providing the services of certified and licensed service provider(s) as agreed, who shall be employees of, or under contract with the Contractor. The Contractor will be responsible for the payment of all compensation and for providing all employment support and benefits, including worker's compensation coverage, for such service provider(s). The Contractor, with the consent of the Union Free School District of the Tarrytowns ("the District"), shall designate an individual to serve as the required service provider(s). The service provider(s) will coordinate coverage with the District's Director of Special Education or designee.

The Contractor warrants that he/she holds and will maintain appropriate and necessary insurance, licensure and certification to perform these services as required by New York State and any other applicable governing authority. A copy of all insurance coverages as outlined in Appendix 2 of this RFP, licenses and certifications will be forwarded to the District prior to the start of each school year.

This Agreement shall be in effect for the term July 1, 2026 continuing through June 30, 2027, unless earlier terminated as set forth herein.

The Contractor understands and agrees that he/she will comply and is responsible for complying with all applicable Federal, State, and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The Contractor will adhere to all requirements and protocols as established by the District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The Contractor will be responsible for providing the District with the applicable clearance forms as required by statute. Should the Contractor fail to provide the necessary documentation with respect to such legislation, the District shall have the right to immediately terminate said contract. In addition, the Contractor will provide social security numbers for all staff assigned to the District so that fingerprint clearance may be confirmed. Any staff provided by the Contractor to the District must be in the ORPRA database.

The Contractor shall provide the Special Education and/or Related Services as agreed.

It is understood and agreed that all services provided pursuant to this Agreement will be in coordination with the District's Director of Pupil Personnel Services ("PPE") or their designee. All reports and documents generated in connection with this Agreement shall be provided to the District's Director of PPE or their designee.

In full consideration for the Special Education and/or Related Services to be rendered by the Contractor to the contracted district for the period of July 1, 2026 through June 30, 2027, the District agrees to pay the Contractor at the hourly rate as agreed. The Contractor shall submit an invoice for services rendered on a timely basis, and payment to Contractor shall be made within

thirty (30) days from receipt of invoice from Contractor. The invoice/statement shall include time sheets and types of services rendered. The Contractor will only be paid for services rendered. No Services should be rendered prior to an executed District contract and generation of a District PO.

No parent or guardian or any other person shall be required to make any payment for services on behalf of any child covered by this agreement. The Contractor and its staff will not share or accept any gratuity from the student or student's family for service provided pursuant to this agreement.

The District will not incur any charges should the Contractor, its staff and /or agents fail to attend a session for any reason whatsoever. Should an individual student be absent or unable to attend a session, for any reason whatsoever, the District will not be responsible for payment of the fee(s) associated with such services. The District will endeavor to notify the Contractor of a student's absence whenever applicable.

The Contractor agrees that all information obtained in connection with the services provided for in this Agreement is deemed confidential information. The Contractor will not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. The Contractor further agrees that any information received by the Contractor during any furtherance of the Contractor's obligations in accordance with this Agreement, which concerns the personal, financial, or other affairs of the contracted district, its employees, agents, clients, and/or students will be treated by the Contractor, its employees, and agents in full confidence and will not be revealed to any other persons, firms, or organizations.

Both parties to this Agreement understand that they may receive and or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and, if necessary, shall execute a Business Associate Agreement in connection with such responsibilities.

This Agreement may be terminated by either party to the other party upon thirty (30) days written notice to the other party. In the event of such termination, the parties will adjust the accounts due, and the Contractor will undertake no additional expenditures not already provided. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities here under. In the event of termination, all reports and services due to the contracted district must be completed by Contractor, its employees, and/or agents within thirty (30) days of the termination date.

The Contractor shall obtain whatever releases or other legal documents are necessary in order that the Contractor may render full and complete reports concerning the education and progress of the pupil or pupils covered by the terms of this Agreement. The Contractor will render such reports to the District at any time that such reports are made to the parents of the pupil or pupils covered by the terms of this Agreement and will render such additional reports as may be required by the State because of interest by the State in the progress of the pupil or Agreement. The full responsibility for obtaining such clearances rests on the Contractor, and any failure to carry out such responsibility shall permit the Commissioner of Education to withdraw

approval for the placement of such child in such program in which event this Agreement shall be canceled forthwith regarding such child for whom such releases are not submitted.

The State, acting through the Department of Education or the Department of Audit and Control, shall have the right to examine any or all accounts kept by the Contractor in connection with this Agreement.

The Contractor will be subject to the visitation of the Commissioner of Education or his designated representatives if applicable.

The Contractor hereby agrees to furnish to the State all reports, audits, etc. required to make determinations as to eligibility under the provisions of the Regulations of the Commissioner of Education. Such materials shall be furnished at such times as is required by the State. Failure to submit required materials within ten (10) days of demand or as required by regulations may constitute grounds for the Commissioner of Education to withdraw approval for such program/services.

The Contractor agrees to provide the State access to all relevant records which the State requires to determine either the Contractor's or the District's compliance with applicable Federal or State statutes or regulations with the effect of law, which regulate either the execution of the Agreement or the performance of obligations under the Agreement. The Contractor agrees to retain all materials and records relevant to the execution or performance of the Agreement in accordance with the provision of section 74.21 of volume 34 of the Code of Federal Regulations, but in no event less than six (6) years from the date of this Agreement.

The District will have all of its common law rights of set-off. These rights and powers will include, but are not limited to, the District's option to withhold for the purposes of set-off, any monies due to Contractor under this contract up to any amounts due and owing to the District with regard to this contract, or amounts due and owing to the District for any reason.

To the fullest extent permitted by law, the Contractor will indemnify and hold harmless the District and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the work of this Agreement, provided that any such claim, damages, loss or expense that:

- (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom; and

- (ii) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

The Contractor acknowledges that he/she will not hold himself/herself out as an employee of the District. The Contractor is retained by the District only for the purposes and to the extent set forth in this Agreement, and this relationship to the District shall, during the periods of

his/her services hereunder, be that of an independent Contractor. The Contractor shall not be considered as having employee status and shall not be entitled to participate in any of the contracted district's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, the Contractor shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by the District.

Before commencement of its services, the Contractor will purchase and maintain insurance as designated in the Request for Proposal *Appendix 2 – Insurance Requirements* as will protect the Contractor and the District from claims for which the Contractor may be legally liable. A copy of the Certificate of insurance, endorsement and any other required forms must be provided to the District prior to rendering services.

The Contractor agrees to defend, indemnify and hold harmless the District from and against all liability, loss, damage, claim or action, to the extent permissible by law, arising out of operations performed or services provided by the Contractor under the contract.

It is understood and agreed that while on school grounds, Contractor shall obey all rules and regulations of the District and must follow all reasonable directives of the District's administrator's and employees.

Contractor will not assign, transfer, or convey any of his/her respective rights or obligations under this Agreement without the prior written consent and approval of the District.

Services provided pursuant to this Agreement will be provided without regard of race, creed, color, sex, sexual orientation, national origin or sponsorship.

This Agreement will be governed by the laws of the State of New York. If any portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable the remainder of this Agreement shall remain in full force and effect.

Dated: _____

By: _____
Dr. Raymond Sanchez
Superintendent of Schools

Dated: _____

By: _____

Print Name: _____



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INSURANCE REQUIREMENTS

Appendix 2

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
 - c. Coverage for sexual misconduct must be affirmed. There will be no coverage restrictions and/or exclusions involving Sexual Assault and Molestation related claims
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. Commercial General Liability Insurance
 - \$1,000,000 per Occurrence/ \$2,000,000 Aggregate
 - \$2,000,000 Products and Completed Operations
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Sexual Misconduct and Assault

\$100,000 Fire Damage
\$10,000 Medical Expense

- b. Automobile Liability
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. Workers' Compensation and NYS Disability Insurance
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the State. The form can be completed and submitted directly to the WC Board online.
 - d. Professional Errors and Omissions Insurance
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
 - e. Umbrella/Excess Insurance
\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.
6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

If the Professional Consultant or Healthcare Provider utilizes independent contractors, then they must provide verification that coverages extend to the independent contractors. If Independent Contractors are required to provide Professional Errors and Omissions coverage of their own, then proof of this coverage must be provided.



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Appendix 3

RFP 2026-06 Special Education and Related Services

FORM OF PROPOSAL

Professional Service	In - District	Out of District	Summer	Bilingual In - District	Bilingual Out of District	Bilingual Summer
Occupational Therapy						
Physical Therapy						
Speech/Language Evaluations						
Speech/Language Therapy						
Speech Pathologist						
ABA Services/Specialized Instruction						
RN/LPN/Aide						
Parent Training						
Tutoring/Home Instruction						
Transition Planning						
Audiology						
Assistive Technology						
Extended Day Arts and Recreation Providers						
Psychological Evaluations						
Services for the Blind						
Mutism						



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Professional Service	In - District	Out of District	Summer	Bilingual In - District	Bilingual Out of District	Bilingual Summer
Clinical Social Worker						
Sign Language						
Interpreter						
Teacher for the Deaf						
Job Coach						
Bilingual Speech Evaluations						
Neuropsychological Evaluations						
Psychiatric Evaluations						
Behavioral Intervention Services						
Bilingual Psycho-Educational Evaluations						
Other:						

_____/_____
Company/Individual (Print)

Signature of Authorized Representative/Individual

Title

Date



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Appendix 4

DISTRICT FORMS

Confirmation of Participation

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Signature of Company Representative : Date

The company/organization intends to submit a proposal for RFP #2026-06 _____

The company/organization will **NOT** be submitting a proposal for RFP #2026-06 but would like to remain on the vendor list for these services for the future. _____

Please complete and return this form to Lauren Leone no later than Wednesday, March 25, 2026.

Via Fax: 914-3324262

Via E-mail: lleone@tufsd.org



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NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
 - 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
 - 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with,



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the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER COMPANY NAME:
	ADDRESS:
	PHONE #:
	EMAIL:

Authorized Signature
(Name & Title of Signer)

SWORN to before me this _____ day of _____, 2026

(Notary public)



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List. During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____, 2026

(Notary public)



Public Schools of the Tarrytowns

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any Union Free School District of the Tarrytowns ("TUFSD") Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the Firm? _____ If yes, set forth the basis upon which a financial interest exists in the Firm:

2. Has the Firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with TUFSD? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the Firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the TUFSD Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name _____

Title: _____ Date: _____