San Bernardino County Superintendent of Schools

760 East Brier Drive
San Bernardino, CA 92408

RFP NO. 26.27.0490
DJ ARTS & AUDIO PRODUCTION ENRICHMENT PROGRAM

PROPOSAL DEADLINE:

THURSDAY, SEPTEMBER 17, 2026, AT 2:00 P.M.

PLEASE SUBMIT PROPOSALS TO:
San Bernardino County Superintendent of Schools
ATTN: Procurement Services
760 E. Brier Drive
San Bernardino, CA 92408

No Faxed or Emailed submissions will be accepted.

REQUEST FOR PROPOSALS (RFP)

RFP NO. 26.27.0490
DJ ARTS & AUDIO PRODUCTION ENRICHMENT PROGRAM

PROPOSAL DEADLINE: Thursday, September 17, 2026, at 2:00 p.m.

SUBMIT PROPOSALS TO: San Bernardino County Superintendent of Schools
Attn: Procurement Services
760 East Brier Drive
San Bernardino, CA 92408

The San Bernardino County Superintendent of Schools ("SUPERINTENDENT") is seeking proposals from qualified VENDORS to provide a DJ Arts, Music Technology, and Audio Production Enrichment Program for students in grades 7–12 enrolled in SUPERINTENDENT-operated Alternative Education programs, including County Community Schools and Juvenile Court School programs. The program shall provide engaging, hands-on learning experiences designed to support students' academic, creative, technical, and career-readiness development. Services are anticipated to be provided at approximately six (6) program sites throughout San Bernardino County, although the number and locations of sites may be subject to change based on program needs.

The program shall enhance and enrich students' reading, writing, and speaking proficiency while developing practical skills in DJ arts, music production, audio technology and software, digital design, entrepreneurship, and budgeting. Instruction should provide opportunities for students to develop creativity, communication, collaboration, problem-solving, professionalism, and other transferable skills through practical application. VENDORS may incorporate additional related subject areas or activities that support the goals of the program and the needs of the participating students.

All proposals must be sealed and submitted to the Front Desk Receptionist, San Bernardino County Superintendent of Schools, Attn: Procurement Services, 760 East Brier Drive, San Bernardino, California 92408. Sealed proposal envelopes shall be clearly labeled on the outside in the lower left-hand corner with the VENDOR's company name and the following statement: "**RFP ENCLOSED: RFP NO. 26.27.0490 – DJ ARTS & AUDIO PRODUCTION ENRICHMENT PROGRAM**."

It is the sole responsibility of the VENDOR to ensure its proposal is delivered to the Front Desk Receptionist prior to the established deadline, where it will be date and time stamped. Late proposals will not be accepted. Proposals shall remain open, valid, and subject to acceptance for ninety (90) days following the proposal opening date.

RFP documents and all addenda may be obtained from the San Bernardino County Superintendent of Schools Procurement webpage: https://www.sbcss.net/business/business-support-services/procurement-and-warehouse-services/bids-upcoming

Any questions regarding the proposal should be reduced to writing and emailed to Maria Aldaco, Procurement Specialist at Bids@sbcss.net no later than 2:00 pm on September 3, 2026. Responses to questions and any resulting addenda will be posted on the SUPERINTENDENT Procurement Services webpage. It is the sole responsibility of each proposer to periodically check the Procurement Services webpage for any addenda or other updates issued prior to the proposal due date. Failure to acknowledge receipt of all issued addenda may result in the proposal being deemed non-responsive.

NO UNSEALED, FAXED OR EMAILED SUBMISSIONS WILL BE ACCEPTED.

Sincerely,

Maria Aldaco
Maria Aldaco, Procurement Specialist
Procurement Services

CALENDAR OF EVENTS

RFP NO. 26.27.0490
DJ ARTS & AUDIO PRODUCTION ENRICHMENT PROGRAM

Event	Details	Date	Time (PST)
1st Publication	The Sun Newspaper	August 20, 2026	
2nd Publication	The Sun Newspaper	August 27, 2026	
Last day to submit RFI/ Questions for Clarification or Explanations	E-mail to: Bids@sbcss.net	September 3, 2026	2:00 P.M.
Response to RFI/Questions for Clarification	Addenda posted to SBCSS Procurement page Bids - Upcoming - San Bernardino County Superintendent of Schools	September 9, 2026	
PROPOSALS DUE	San Bernardino County Superintendent of Schools Attn: Procurement Services 760 East Brier Drive San Bernardino, CA 92408	**September 17, 2026**	**NO LATER THAN 2:00 P.M.**
Evaluations		September 18-24, 2026	
Letter of Intent *(Tentative)*		September 25, 2026	

1. OVERVIEW

The San Bernardino County Superintendent of Schools ("SUPERINTENDENT") is seeking proposals from qualified VENDORS to provide a DJ Arts, Music Technology, and Audio Production Enrichment Program for students in grades 7–12 enrolled in SUPERINTENDENT-operated Alternative Education programs, including County Community Schools and Juvenile Court School programs. The program shall provide engaging, hands-on learning experiences designed to support students' academic, creative, technical, and career-readiness development. Services are anticipated to be provided at approximately six (6) program sites throughout San Bernardino County, although the number and locations of sites may be subject to change based on program needs.

The selected VENDOR shall provide a fully turnkey program, including qualified instructional staff, curriculum, equipment, instructional materials, student supplies, program management, reporting, and all other resources necessary to successfully implement the services described in this Request for Proposals. The program shall enhance students' reading, writing, and speaking proficiency while providing instruction in DJ arts, music production, audio technology, software applications, digital design, entrepreneurship, and budgeting. Through hands-on, real-world learning experiences, students shall develop creativity, communication, collaboration, problem-solving, professionalism, and other transferable career and life skills. VENDORS may propose additional related subject areas and enrichment activities that support program objectives and meet the diverse needs of participating students.

Additional service requirements are set forth in the **SCOPE OF WORK**.

2. INSTRUCTIONS TO VENDORS

2.1 GENERAL INFORMATION

All responses shall conform to instructions provided in the Request for Proposal (RFP) document

2.1.1 Delivery Address:

San Bernardino County Superintendent of Schools
ATTN: Procurement Services
760 E. Brier Drive
San Bernardino, CA 92408

2.1.2 RFP Proposal Submission

It is the sole responsibility of VENDOR to ensure that their proposal is received by the Front Desk Receptionist prior to **2:00 P.M.** on **Thursday, September 17, 2026**. Responses received after the deadline will be returned unopened as not meeting the RFP requirements. All proposals shall be complete and final with no additional information accepted after the close of the submittal date, unless specifically requested by SUPERINTENDENT. **No unsealed, faxed or emailed submissions will be accepted.**

2.1.3 Request for Proposal Preparation Cost

Costs for preparing responses and any other related material are the responsibility of the VENDOR and shall not be chargeable in any manner to the SUPERINTENDENT.

2.1.4 Acceptance or Rejection of Responses

Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the deadline, unless a longer period of time is mutually agreed to by the parties. The SUPERINTENDENT reserves the right to reject any or all responses or may waive any informality in a response.

2.2 EVALUATION PROCESS

2.2.1 Evaluation Criteria

VENDORS will be evaluated based on their responses to all questions and requirements in this RFP. SUPERINTENDENT shall be the sole judge in the ranking process and reserves the

right to reject any or all proposals. False, incomplete, or unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

2.2.2 Background Review

This RFP is subject to the provisions of Education Code Section 45125.1 and 45125.2. VENDOR's employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any site. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony or has been convicted of a violent or serious felony as they are defined in Penal Code Sections 667.5c) and 1192.7c) respectively. VENDOR shall not permit an employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code Section 45122.1 and 45125.1. SUPERINTENDENT may request the removal of an employee from the site at any time. Failure to comply with this provision may result in termination of the Contract.

Below are links to the DOJ website:
http://ag.ca.gov/fingerprints/agencies.php
http://ag.ca.gov/fingerprints/forms/cont_req.pdf

2.3 AWARD

The term of the awarded contract between SUPERINTENDENT and VENDOR may be automatically renewed with a total duration not to exceed five (5) years.

2.4 QUESTIONS REGARDING REQUESTS FOR PROPOSALS

Questions should be reduced to writing and emailed to Maria Aldaco, Procurement Specialist at Bids@sbcss.net. Please refer to the **Calendar of Events** for the deadline to submit RFIs and questions.

2.5 SUBMISSION REQUIREMENTS

2.5.1 Proposal Content

VENDORS are asked to submit one (1) sealed copy *and* one (1) USB Flash Drive copy of their proposals with index tabs separating the sections identified in the Table of Contents. Pages must be numbered at the bottom of each page. The proposal is to be no more than 15 pages, *excluding* the Table of Contents and appendices. Any proposal attachments, documents, letters, and materials submitted by the VENDOR shall be binding and included as a part of the final contract should your proposal be selected.

2.5.2 Supportive Material

Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be clearly identified.

2.5.3 Signature Page
2.5.4 Non-Collusion Declaration
2.5.5 Workers' Compensation Certification
2.5.6 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
2.5.7 Drug-Free Workplace Certification
2.5.8 Alcohol and Tobacco-Free School Policy

ALL PROPOSAL SIGNATURES MUST BE ORIGINAL WET HANDWRITTEN SIGNATURES EXECUTED IN BLUE INK ON THE ORIGINAL DOCUMENT.

Digital signatures, electronic signatures, photocopies, scanned copies, stamped signatures, or reproduced signatures of any kind will not be accepted. Failure to comply with this requirement may result in the proposal being deemed non-responsive.

3.0 INTERPRETATION OF DOCUMENTS

Any interpretation or correction of the RFP document will be made only by addendum duly issued and a copy of such addendum will be delivered to each person receiving the RFP document. No person is authorized to make any oral interpretation of any provision in the RFP document to any VENDOR, and no VENDOR is authorized to rely on any such unauthorized oral interpretation.

4.0 GENERAL CONDITIONS

4.1 Independent Contractor

In all matters relating to service performed under this RFP, VENDOR shall be acting as an independent contractor. The employees of the VENDOR and its subcontractors are not employees of SUPERINTENDENT under the meaning or application of any federal or state unemployment insurance laws, other social security law, or any workers' compensation law, industrial law, or otherwise. VENDOR shall assume and pay all liabilities and perform all obligations implied by any such laws with respect to the services performed under this RFP. VENDOR shall not have any right, power, or authority to create any obligation, express or implied, on behalf of SUPERINTENDENT and shall not have any authority to represent itself as an agent of SUPERINTENDENT.

4.2 Subcontractors

If a subcontractor is proposed, complete identification of the subcontractor and his tasks shall be provided. The primary VENDOR is not relieved of any responsibility by virtue of using a subcontractor.

4.3 Hold Harmless

VENDOR shall hold SUPERINTENDENT, its officers and employees, harmless and indemnify and defend SUPERINTENDENT, its officers and employees, against the payment of any and all costs and expenses, claims suits, and liability resulting from or arising out of or in any way connected with any negligent or wrongful acts or omissions of VENDOR, its officers and employees, or failing to perform any work, services, or functions provided for or referred to or in any way connected with any work, services or functions to be performed under this proposal.

4.4 Assignment

The contract or any interest therein may not be assigned without the prior written consent of the SUPERINTENDENT.

4.5 Claims and Disputes

Claims, disputes, or other matters in question between the parties to the contract or breach thereof shall be subject to mediation under the auspices of a recognized, neutral third-party professional mediation service, or other mediation method acceptable to both parties, prior to undertaking any legal action. The cost of the mediation services shall be borne equally by the parties.

4.6 Provisions Required By Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract shall forthwith be physically amended to make such insertion or correction.

4.7 Governing Law

This contract shall be governed and interpreted in accordance with the laws of the State of California.

4.8 Laws and Regulations

VENDOR shall give all notices and comply with all laws, ordinances, rules and regulations bearing on conduct of work as indicated and specified. If VENDOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, he shall bear all costs.

4.9 Severability

If any provision of the contract shall be unlawful, void, or for any reason unenforceable, it shall be deemed severable from and shall in no way affect the validity or enforceability of the remaining provisions of the contract, which shall remain valid and enforceable according to its term.

4.10 Covenant Against Gratuities

VENDOR warrants by signing and submitting its proposal in response to this RFP that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by VENDOR or any agent or representative of VENDOR to any officer or employee of SUPERINTENDENT with a view toward securing the contract or securing favorable treatment with respect to any determinations concerning the performance of the contract.

For breach or violation of this warranty, SUPERINTENDENT shall have the right to terminate the contract, either in whole or in part, and any loss or damage sustained by the SUPERINTENDENT in procuring on

the open market any services which VENDOR agreed to supply shall be borne and paid for by VENDOR. The rights and remedies of SUPERINTENDENT provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

4.11 Covenant Against Contingent Fees

VENDOR warrants that no person or selling agency has been employed or retained to solicit or secure the contract to be executed as a result of this RFP upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide established commercial or selling agencies maintained by VENDOR for the purpose of securing business.

For breach or violation of this warranty, SUPERINTENDENT shall have the right to terminate any contract that may be entered into with VENDOR and, in its sole discretion to deduct from the contract price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

5.0 INSURANCE REQUIREMENTS

VENDOR shall take out and maintain during the life of the contract such public liability and property damage insurance as shall protect him and SUPERINTENDENT from all claims for property damage arising from operations under the contract. VENDOR shall require his subcontractors, if any, to take out and maintain similar public liability and property damage insurance. VENDOR shall not commence work, or shall he allow any subcontractor to commence work under this contract until he has obtained all required insurance and certificates which have been delivered and approved by the SUPERINTENDENT.

a. Certificates and insurance policies shall include the following clause: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to SUPERINTENDENT stating date of cancellation or reduction and may not be less than ten (10) days after date of receipt of notice."
b. Certificates of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice.
c. Certificates of insurance shall clearly state that the SUPERINTENDENT is named as additional insured under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the SUPERINTENDENT. VENDOR will be required to submit the endorsement page Form CG 20 10 as proof of additional insured.
d. Insurance shall be written for not less than the following limits, or greater if required by law

1. Workers' Compensation

a.	State	Statutory
b.	Applicable Federal	Statutory

2. Comprehensive general liability, including premises-operations, independent contractors protection, products and completed operations, broad form property damage:

a.	Bodily Injury	$1,000,000 each occurrence $2,000,000 aggregate
b.	Property Damage	$1,000,000 each occurrence $2,000,000 aggregate
c.	Professional Liability (Error & Omissions)	$1,000,000 each occurrence $2,000,000 aggregate

3. Comprehensive Automobile Liability (owned, non-owned, hired)

a.	Bodily Injury	$500,000 each accident $1,000,000 each accident
b.	Property Damage	$1,000,000 each occurrence

4. Sexual Abuse or Molestation $3,000,000 each occurrence

6.0 NON-COLLUSION

Any efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful. Public Contract Code 7106 requires all VENDORS to submit a non-collusion declaration.

7.0 AWARD OF CONTRACT

The SUPERINTENDENT reserves the right to reject any or all responses, or to waive any irregularities or informalities in any responses or in the RFP process. The award, if made by the SUPERINTENDENT, will be to the VENDOR who meets all evaluation criteria. An agreement will be negotiated once VENDOR has been selected.

8.0 LENGTH OF CONTRACT

Services are expected to begin as soon as practicable following award and execution of a contract, and continue for approximately eight (8) weeks.

9.0 TERMINATION OF CONTRACT

Without limiting any rights or remedies which SUPERINTENDENT may have in the event of any default by VENDOR, SUPERINTENDENT shall have the right, upon ten (10) days prior written notice to VENDOR, to terminate this Agreement at any time and without cause prior to complete delivery. Such termination shall be without any obligation or liability to VENDOR other than payment of charges for the value of work performed, and for necessary expenditures which can be established by VENDOR as having been reasonably incurred prior to the time that notice of termination is given. In no event shall the termination charges exceed the proposed price of the services. In the event of any termination, SUPERINTENDENT shall be entitled to all materials, work in process, and completed work included as the value of work performed and necessary expenditures in determining the charges referred to above and paid by SUPERINTENDENT. This contract may be terminated for cause or for convenience by the SUPERINTENDENT as provided under 2 CFR §200.340.

10.0 PRICES

VENDOR'S pricing must include all costs associated with this RFP. Prices shall remain firm for the length of the contract.

11.0 EQUIPMENT AND SUPPLIES

VENDOR shall provide all personnel, supervision, training, transportation, equipment, supplies, administrative support, and other resources necessary to successfully perform the services described in this RFP. Unless otherwise specified, the SUPERINTENDENT shall not provide personnel, equipment, or materials required for VENDOR performance.

12.0 CONFLICT OF INTEREST

SUPERINTENDENT hereby finds that the duties in this contract are limited in scope and thus do not necessitate compliance with disclosure requirements as stated in the Fair Political Practices Commission, Regulation Title 2, California Code of Regulations §18351.

No employee, officer, or agent of the SUPERINTENDENT or Vendor shall participate in the selection, award, or administration of this contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

13.0 CONFIDENTIALITY

VENDOR shall not disclose information about the SUPERINTENDENT'S business or business practices and safeguard confidential data which VENDOR staff may have access to in the course of system implementation.

14.0 COMPLIANCE WITH APPLICABLE LAWS AND GRANT

Each Party shall comply with all laws and regulations (collectively "Law") applicable to its performance of this Agreement, and all Law that it agrees to comply under this Agreement (referred to collectively and separately as "Applicable Law" and shall include amendments and Law that are in effect as of the Effective Date or become effective during the Contract Term). Each Applicable Law is deemed inserted herein; however, if any conflict or inconsistency exists between a provision in this Agreement and an Applicable Law, the provision in this Agreement shall govern except where such provision is specifically prohibited or void by the Applicable Law in which case the Applicable Law shall govern to the extent provided therein. Each Party shall comply with each grant (if any) that provides funding to pay for this Agreement and all Laws and requirements applicable to such grant.

15.0 FEDERAL FUNDING

Services under this RFP will be funded as a whole or in part by federal funds. Vendors must comply with all applicable federal laws, regulations, and executive orders, including but not limited to the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 (Uniform Guidance), and any other applicable requirements for federally funded contracts. Failure to comply with these requirements may result in disqualification or contract termination. Federal funds used under this contract shall not be used for religious instruction, political activities, or to influence legislation.

16.0 RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS

When federal funds are expended by the **SUPERINTENDENT** for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after final payment, final expenditure reporting, or as otherwise required by federal regulations.

17.0 EQUAL EMPLOYMENT OPPORTUNITY

Bidders shall comply with all equal employment opportunity provisions of federal, state and local non-discrimination laws, orders, regulations and guidelines as may be applicable to the bidder and be in effect during the performance of the Contract. The bidder shall certify that he is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet federal and state guidelines. No discrimination shall be made in the employment of persons upon public projects because of the sex, race, color, national origin or ancestry, religion, or handicap of such persons.

18.0 SYSTEM FOR AWARD MANAGEMENT (SAM)

Each respective bidder must be in good standing and must not be excluded from bidding on requests that utilize public or federal funding. The SUPERINTENDENT will be responsible for determining the status of prospective bidders to ensure the bidder is not on the exclusion list. Prospective bidders submitting a proposal will not be considered for award if it is determined that they are excluded from bidding based on the information provided by the www.sam.gov website.

19.0 ALCOHOL AND TOBACCO-FREE POLICY

In the interest of public health, the SUPERINTENDENT provides an alcohol and tobacco-free environment. Smoking or the use of any tobacco products and/or alcoholic beverages are prohibited in buildings and vehicles, and on any property owned, leased or contracted for, by the SUPERINTENDENT. Failure to abide with this requirement could result in the termination of this contract.

20.0 DRUG-FREE WORKPLACE

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts.

21.0 BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)

(F) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - CMs that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certified to the tier above that It will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (F) above, when San Bernardino County Superintendent of Schools expends federal funds, the vendor certifies that during the term and after the awarded term of an award for all contracts by San Bernardino County Superintendent of Schools resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

a. No Federal appropriated funds have been paid or will be paid for on behalf of the VENDOR, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The VENDOR shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds to all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

22.0 RECORD ACCESS

The contractor agrees that the SUPERINTENDENT, the U.S. Department of Education, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions as required by 2 CFR §200.337.

23.0 CONFIDENTIALITY OF STUDENT INFORMATION

VENDOR shall maintain the confidentiality of all student records and confidential information obtained in the performance of services under this Agreement and shall comply with all applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and applicable California Education Code provisions. Confidential information shall be used solely for the purpose of performing services under this Agreement and shall not be disclosed to any unauthorized person or entity. The VENDOR shall immediately notify the SUPERINTENDENT of any actual or suspected unauthorized disclosure or breach of confidential information and shall cooperate fully in resolving the matter. These confidentiality obligations shall survive the expiration or termination of the Agreement.

24.0 PERFORMANCE MONITORING / REPORTING

SUPERINTENDENT reserves the right to monitor vendor performance throughout the term of the contract, including periodic review of attendance data, student progress reports, and compliance with reporting requirements. VENDORS must maintain detailed documentation to support all services invoiced.

25.0 SB 848-MANDATED REPORTER OBLIGATIONS

Per SB 848 the contractor, consultant, or service provider will require adherence to Penal Code §11165.7 and EC §44691, including annual mandated reporter training. Mandated reported completed trainings must be provided to the SUPERINTENDENT upon request within 5 days of the initial request. Email delivery of the completed training/ training certificate is acceptable and preferred.

26.0 MANDATED REPORTER COMPLIANCE

The consultant or contractor shall comply with all mandated reporter obligations under Penal Code §11165.7 and EC §44691, including annual training. By signing this agreement, the consultant or contractor agrees to and certifies that they are following all applicable requirements under SB 848 when conducting business with the SUPERINTENDENT.

SCOPE OF WORK

OVERVIEW
The San Bernardino County Superintendent of Schools ("SUPERINTENDENT") is seeking proposals from qualified VENDORS to provide a DJ Arts, Music Technology, and Audio Production Enrichment Program for students in grades 7–12 enrolled in SUPERINTENDENT-operated Alternative Education programs, including County Community Schools and Juvenile Court School programs. The program shall provide engaging, hands-on learning experiences designed to support students' academic, creative, technical, and career-readiness development.

PROGRAM GOALS AND LEARNING OUTCOMES
The program shall enhance and enrich students' reading, writing, and speaking proficiency while developing practical skills in DJ arts, music production, audio technology and software, digital design, entrepreneurship, and budgeting. Instruction shall provide opportunities for students to develop creativity, communication, collaboration, problem-solving, professionalism, and other transferable skills through practical application and real-world learning experiences. VENDORS may incorporate additional related subject areas and activities that support the goals of the program and the needs of participating students.

CURRICULUM AND INSTRUCTION
The VENDOR shall develop and implement a curriculum and instructional approach appropriate for students in grades 7–12 and responsive to the Alternative Education setting. Instruction shall incorporate engaging, hands-on and project-based learning opportunities through which students can apply skills and demonstrate their learning through individual or group activities, demonstrations, and completed projects. Proposed instruction may include DJ techniques, music production, audio recording and editing, music technology and software, digital design, entrepreneurship, budgeting, and other related activities. VENDORS shall describe their proposed curriculum, instructional methods, student activities, and anticipated learning outcomes in their proposal.

RESPONSIBILITIES AND RESOURCES
The VENDOR shall provide qualified instructors and all instructional music equipment, software, materials, supplies, and other resources necessary to conduct the program. The VENDOR shall be responsible for transporting, setting up, and breaking down its equipment and materials at each participating site. VENDOR pricing shall include all costs associated with equipment, software, materials, supplies, transportation, travel, setup, breakdown, delivery, and program administration. The SUPERINTENDENT will not be responsible for storing or housing VENDOR-owned equipment or materials.

The SUPERINTENDENT will provide appropriate classroom space and computers, if needed and available. The SUPERINTENDENT will also provide staff at each participating site to assist with student support and supervision. The SUPERINTENDENT anticipates providing no fewer than one staff member and may provide up to three staff members to assist the VENDOR with instruction, support, and supervision. The VENDOR shall remain responsible for delivery of the contracted enrichment program and shall coordinate with SUPERINTENDENT staff to support an appropriate instructional environment.

INSTRUCTOR QUALIFICATIONS AND STUDENT SAFETY
VENDOR instructors providing music and enrichment instruction are not required to hold a California teaching credential for this program. VENDORS shall provide instructors with appropriate education, training, experience, and subject-matter expertise to successfully deliver the proposed program. All VENDOR personnel who will have contact with students shall meet applicable SUPERINTENDENT requirements for working with students, including required background clearance, fingerprinting, mandated reporter training, and other applicable legal and contractual requirements. SUPERINTENDENT credentialed teachers and paraeducators will be available at participating sites to assist with instruction, student support, and supervision.

The VENDOR shall maintain a safe, organized, and appropriate instructional environment and shall ensure that all equipment and materials are used in accordance with applicable safety requirements and manufacturer recommendations. Instruction shall be appropriate to the students' age, developmental level, and educational setting.

2026/2027 FISCAL YEAR ESTIMATES:

CATEGORY	APPROXIMATE QUANTITY/HOURS	NOTES
Number of Sites	6	May vary, based on program needs
Students Served	Approx. 120	Estimated 20 students per site/class
Total # of Weeks	8 Weeks	Anticipated program duration
Days a week	1-2 days a week	Additional days may be requested as needed
Hours Per Day	2-4 hours/day	May vary based on site and program needs

The figures provided in the table above are estimates only and are intended to assist proposers in developing pricing proposals. Actual numbers of students, sites, service days, and hours may vary based on program needs, student enrollment, and available funding.

LIST OF SERVICES SITES:

Site	Address
Barbara Phelps County Community School	1812 West Park Avenue Redlands, CA 92373
Bob Murphy County Community School	149 North Arrowhead Rialto, CA 92376
David Stine Chaffey West County Community School	5033 Holt Boulevard Montclair, CA 91763
Tri-City County Community School	244 South D Street San Bernardino, CA 92401
Victorville Education Center	12421 Hesperia Road Victorville, CA 92395
Central Juvenil Court School – Burton Thrall	900 Gilbert Street San Bernardino, CA 92415

PLEASE NOTE: The listed sites are provided for planning and pricing purposes and may change during the term of the Agreement. Due to the geographic distribution of SUPERINTENDENT-operated sites, VENDORS should anticipate travel between locations. VENDOR pricing shall include all travel and transportation costs necessary to provide services at participating sites. The SUPERINTENDENT reserves the right to modify participating locations, add or remove sites, or adjust service locations based on program needs, enrollment, facility availability, and funding.

The VENDOR shall coordinate with designated SUPERINTENDENT personnel regarding scheduling, site access clearance, classroom and technology requirements, equipment needs, student participation, and other program logistics. The VENDOR shall provide advance notice of any equipment, technology, software, or other requirements necessary for successful program delivery.

PROPOSAL CONTENT/EVALUATION CRITERIA

VENDOR shall submit one (1) USB Flash Drive version and one (1) hardcopy of their proposal in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages shall be numbered at the bottom of each page. Any proposal attachments, documents, letters, and supporting materials submitted by the **VENDOR** shall become part of the proposal and, if selected, may become part of the resulting Agreement.

Each **VENDOR** shall submit a complete proposal containing all requested information. Additional supporting documentation may be included as appendices and should be referenced within the applicable proposal section. All signatures shall be original handwritten signatures in blue ink.

The content and sequence of the proposals will be as follows:

I. TITLE PAGE

Indicate the name of the **VENDOR**, local address, authorized contact person, telephone number, and email address.

II. TABLE OF CONTENTS

III. COMPANY DATA (5 points)

a. Provide an overview of the organization, including years in business and experience providing educational or youth enrichment services.

b. Describe the organization's experience providing DJ Arts, Music Technology, Audio Production, Media Arts, or similar programs.

c. Describe the organization's experience working with school districts, County Offices of Education, Alternative Education programs, or similar youth-serving organizations.

IV. REFERENCES (5 points)

Provide three (3) references for educational, governmental, or youth-serving organizations for which the VENDOR has provided services similar to those requested in this RFP. Include the organization name, contact name, telephone number, email address, and a brief description of services provided.

V. EXPERIENCE & STAFFING QUALIFICATIONS (20 points)

a. Demonstrate experience providing similar enrichment programs to students in grades 7–12, particularly within Alternative Education, County Community School, Juvenile Court School, or comparable educational settings.

b. Describe the qualifications, education, training, certifications, and relevant experience of the proposed Program Lead and instructors.

c. Describe instructors' subject-matter expertise in DJ Arts, music production, audio technology, digital design, or related areas applicable to the proposed program.

d. Describe staff experience with student engagement, classroom management, safety, and working with diverse student populations.

e. Describe staff screening, background clearance, mandated reporter compliance, supervision, and procedures for maintaining continuity of instruction.

VI. PROPOSED SERVICES & IMPLEMENTATION PLAN (40 Points)

a. Demonstrate a clear understanding of the goals, student population, and Alternative Education setting described in the Scope of Work.

b. Describe the proposed curriculum and instructional approach, including how the program will address reading, writing, speaking, music production, technology/software, digital design, entrepreneurship, and budgeting.

c. Describe the hands-on and project-based learning activities students will complete and how student learning or progress will be demonstrated.

d. Describe the equipment, software, instructional materials, and student supplies that will be provided and how they will support the proposed curriculum.

e. Describe the proposed implementation, including scheduling, multi-site coordination, student engagement, classroom management, safety, and collaboration with SUPERINTENDENT staff.

f. Describe how the VENDOR will monitor participation, program quality, student progress, and achievement of proposed outcomes.

VII. FEE DISCLOSURE (30 Points)

a. Provide a complete cost for the proposed program, including all instructional personnel, equipment, software, materials, supplies, transportation, travel, setup, breakdown, and program administration.

b. Clearly identify any costs not included in the proposed program fee.

c. Identify any optional services, additional fees, or costs that may be incurred by the SUPERINTENDENT.

d. Pricing shall be sufficiently detailed to allow the SUPERINTENDENT to evaluate the overall cost and value of the proposed program.

ALL PROPOSAL SIGNATURES MUST BE ORIGINAL WET HANDWRITTEN SIGNATURES EXECUTED IN BLUE INK ON THE ORIGINAL DOCUMENT.

Digital signatures, electronic signatures, photocopies, scanned copies, stamped signatures, or reproduced signatures of any kind will not be accepted.

Failure to comply with this requirement may result in the proposal being deemed non-responsive.

SIGNATURE PAGE

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

Submitted herewith is **VENDOR'S** proposal to provide a DJ Arts, Music Technology & Audio Production Enrichment Program. **VENDOR** hereby submits this proposal in response to the Request for Proposals (RFP) and will provide the services described herein in full compliance with the requirements and specifications outlined in the RFP.

Acknowledgment of Proposal Addenda: In submitting this Proposal, the undersigned acknowledges receipt of all Addenda to Request for Proposals issued by the **SUPERINTENDENT**, as set forth below. **VENDOR** confirms that this proposal incorporates and is inclusive of all items required by **SUPERINTENDENT'S** Request for Proposals and Addenda thereto.

Receipt and acceptance of the following Addenda is hereby acknowledged:

Addendum Number						
Date						

Company Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Address: _____

E-mail address: _____

Phone: _____

NON-COLLUSION DECLARATION

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

I, _____, declare as follows:

That I am the _____ of _____, the party making the attached Bid; that the attached Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, or that anyone shall refrain from Bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Bid are true; and further, that the Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this ____ day of _____, 20___, at _____, California

_____
Name of Contractor (Print or Type)

By: _____
Signature

_____
Print Name

_____
Title

_____
Date

WORKERS' COMPENSATION CERTIFICATION

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

Labor Code Section 3700:

Every employer except the State of California shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in the state.
(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: _____ _____
Vendor

By: _____
Signature

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

I am aware of and hereby certify that neither _____nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower-tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/ contractor or any lower participant is unable to certify this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the principal of the above-named bidder on the _____day of_____, 20____ for the purposes of submission of this bid.

(Corporate Seal)

_____
Name of Contractor (Print or Type)

By: _____
Signature

_____
Print Name

_____
Title

As the awardee under this Bid, I hereby certify that the above certification remains valid as of the date of contract award, specifically, as of the ____ day of _____, 20____, for the purposes of award of this contract.

(Corporate Seal)

_____
Name of Contractor (Print or Type)

By: _____
Signature

_____
Print Name

DRUG-FREE WORKPLACE CERTIFICATION

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

b) Establishing a drug-free awareness program to inform employees about all of the following:

1.) The dangers of drug abuse in the workplace;

2.) The person's or organization's policy of maintaining a drug-free workplace;

3.) The availability of drug counseling, rehabilitation and employee-assistance programs;

4.) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision **(a)** and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning **(a)** the prohibition of controlled substances at the workplace, **(b)** establishing a drug-free awareness program, and **(c)** requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the **SUPERINTENDENT** determines that I have either **(a)** made a false certification herein, or **(b)** violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

_____
Name of Contractor (Print or Type)

By: _____
Signature

_____
Print Name

_____
Title

_____
Date

ALCOHOL AND TOBACCO-FREE SCHOOL POLICY

(COMPLETED FORM MUST BE SUBMITTED WITH BID)

In the interest of public health, the San Bernardino County Superintendent of Schools provides an alcohol and tobacco-free environment. Smoking or the use of any tobacco products and/or alcoholic beverages are prohibited in buildings and vehicles and on any property owned, leased, or contracted for, by the **SUPERINTENDENT**. Failure to abide by this requirement could result in the termination of this contract.

I acknowledge that I am aware of the Alcohol and Tobacco-Free School Policy and hereby certify that my employees and I will adhere to the requirements of the policy.

_____
Name of Company

_____
Signature

_____
Name and Title of Signer

_____
Date

CERTIFICATION OF COMPLIANCE:

CALIFORNIA CHILD ABUSE & NEGLECT REPORTING ACT (CANRA) – MANDATED REPORTER REQUIREMENTS

(COMPLETED FORM MUST BE SUBMITTED WITH PROPOSAL)

The Vendor represents and warrants that its employees, agents, and subcontractors assigned to perform services under this Agreement will comply with all applicable provisions of the California Child Abuse and Neglect Reporting Act (CANRA), including California Education Code section 44691, California Penal Code section 11165.7 et seq., and all other applicable laws governing mandated reporters and required child abuse prevention training. The Vendor shall ensure that all covered personnel remain in compliance with these requirements throughout the term of the Agreement and shall be responsible for monitoring such compliance.

The undersigned Authorized Representative warrants and certifies the following on behalf of the Vendor:

1. **Mandated Reporter Compliance.** The Vendor understands that personnel whose duties require contact with or supervision of students may qualify as mandated reporters under California law and are responsible for complying with all applicable reporting requirements.

2. **Required Training.** The Vendor certifies that all covered personnel assigned to this Agreement have completed, or will complete within the time required by law, all state-approved mandated reporter and child abuse prevention training required by applicable California law. Training shall be renewed annually, as required by law. The Vendor shall ensure that any new employee, agent, or subcontractor assigned to perform services under this Agreement complies with these requirements before or within the timeframe required by law.

3. **Training Records.** The Vendor shall maintain records demonstrating compliance with the required training for all covered personnel and shall provide documentation to the SUPERINTENDENT upon request.

4. **Reporting Responsibilities.** The Vendor understands that each mandated reporter has an individual legal obligation to report known or reasonably suspected child abuse or neglect directly to the appropriate agency in accordance with California law. Reporting concerns to a supervisor or school administrator does not satisfy an individual's legal reporting obligation.

5. **Non-Compliance.** The Vendor agrees to immediately remove from SUPERINTENDENT property any personnel who fail to comply with the required training or other applicable mandated reporter requirements. Failure to comply with these requirements may constitute a material breach of the Agreement and may result in termination of the contract, in addition to any other remedies available by law.

By signing below, the undersigned certifies that the Vendor understands and agrees to comply with the requirements set forth above.

_____
Name of Company

_____
Signature

_____
Name and Title of Signer

_____
Date

EDUCATION DEPARTMENT OF GENERAL ADMINISTRATION REGULATION (EDGAR)

FEDERAL FUNDING CONTRACT (EDGAR) COMPLIANCE FORM

(FORMS MUST BE SUBMITTED WITH PROPOSAL)
(4 pages)

The following provisions are required and apply when federal funds are expended by San Bernardino County Superintendent of Schools (SUPERINTENDENT) for any contract resulting from this procurement process. SUPERINTENDENT is the subgrantee or sub-recipient by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000 which is the inflation-adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.
Pursuant to Federal Rules (A) above, when federal funds are expended by **SUPERINTENDENT**, the **SUPERINTENDENT** reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does **CONTRACTOR** agree? YES _____Initial

(B) Termination for cause or for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of $10,000)
Pursuant to Federal Rules (B) above, when federal funds are expended by **SUPERINTENDENT**, the **SUPERINTENDENT** reserves all rights to immediately terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by the **CONTRACTOR**, in the event **CONTRACTOR** fails to: (1) meet schedules, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or purchase order; (2) make any payments owed; (3) otherwise perform in accordance with the contract and/or the procurement solicitation. **SUPERINTENDENT** also reserves the right to terminate the contract immediately, with written notice to **CONTRACTOR**, for convenience, if **SUPERINTENDENT** believes, in its sole discretion that it is in the best interest of **SUPERINTENDENT** to do so. The **CONTRACTOR** will be compensated for work performed and accepted and goods accepted by **SUPERINTENDENT** as of the termination date if the contract is terminated for the convenience of **SUPERINTENDENT**. Any award under this procurement process is not exclusive and **SUPERINTENDENT** reserves the right to purchase goods and services from other vendors when it is in the best interest of the **SUPERINTENDENT**.

Does **CONTRACTOR** agree? YES _____Initial

(C) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement, "; the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (C) above, when federal funds are expended by **SUPERINTENDENT**, the **CONTRACTOR** certifies that during the term of an award for all contracts by **SUPERINTENDENT** resulting from this procurement process, the **CONTRACTOR** agrees to comply with all applicable requirements as referenced in Federal Rule (C) above.

Does **CONTRACTOR** agree? YES _____Initial

(D) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and sub grants of amounts in excess of $250,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (D) above, when federal funds are expended by **SUPERINTENDENT**, the **CONTRACTOR** certifies that during the term of an award for all contracts by **SUPERINTENDENT** resulting from this procurement process, the **CONTRACTOR** agrees to comply with all applicable requirements as referenced in Federal Rule (D) above.

Does **CONTRACTOR** agree? YES ____Initial

(E) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), "Debarment and Suspension". SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (E) above, when federal funds are expended by **SUPERINTENDENT**, the **CONTRACTOR** certifies that during the term of an award for all contracts by **SUPERINTENDENT** resulting from this procurement process, the **CONTRACTOR** certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does **CONTRACTOR** agree? YES ____Initial

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (F) above, when federal funds are expended by **SUPERINTENDENT**, the **CONTRACTOR** certifies that during the term and after the awarded term of an award for all contracts by **SUPERINTENDENT** resulting from this procurement process, the **CONTRACTOR** certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

a. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
b. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds to all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Does **CONTRACTOR** agree? YES _____Initial

RECORD RETENTION REQUIREMENTS FOR
CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333

When federal funds are expended by **SUPERINTENDENT** for any contract resulting from this procurement process, the **CONTRACTOR** certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The **CONTRACTOR** further certifies that **CONTRACTOR** will retain all records as required by 2 CFR § 200.333 for a period of three (3) years from the date of submission of the final expenditure report or resolution of any audit findings, whichever is later after grantees or sub grantees submit finalexpenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does **CONTRACTOR** agree? YES _____Initial

CERTIFICATION OF COMPLIANCE WITH

THE ENERGY POLICY AND CONSERVATION ACT

When federal funds are expended by **SUPERINTENDENT** for any contract resulting from this procurement process, the **CONTRACTOR** certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does **CONTRACTOR** agree? YES _____Initial

CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that **CONTRACTOR** certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: _____

Address: _____

City:_____ **State:**_____ **Zip:**_____

Phone Number:_____

Email Address: _____

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____