ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA

REQUEST FOR PROPOSALS ON
Mandeville High School Baseball Outdoor LED Video Display, Scoreboard, Control System and Installation - Instructions

1. The St. Tammany Parish School Board (STPSB) will receive written proposals **until 3:00 PM on Monday, December 14, 2026**. All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the **outside: "RFP #218 - Mandeville High School Baseball Outdoor LED Video Display, Scoreboard, Control System and Installation".** All proposals arriving after the above date and hour will not be considered.

2. Proposals may also be submitted electronically at www.centralbidding.com.

3. You may find related proposal materials including detailed specifications necessary to complete your Request for Proposal at www.centralbidding.com and/or www.stpsb.org.

4. Vendors submitting proposals via mail or delivery must include an original proposal, six (6) copies and an electronic copy (i.e. flash drive, USB drive, CD, etc.). Vendors must also include all fully executed, **original** attachments relative to this Request for Proposal.
    1. Technical Compliance Matrix (page 12 of the RFP)
    2. Proposal Information Form (page 13 of the RFP)
    3. STPSB Contract Addendum (Attachment A)
    4. Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment B)
    5. Certification Regarding Lobbying (Attachment C)
    6. Debarment and Suspension Certification Form (Attachment D)
    7. Non-Collusion Statement (Attachment E)
    8. Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment F)

    Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.

5. Proposals submitted electronically via www.centralbidding.com, must also include all fully executed attachments relative to this Request for Proposal.
    1. Technical Compliance Matrix (page 12 of the RFP)
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    4. Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019

National Defense Authorization Act (Attachment C)
5. Certification Regarding Lobbying (Attachment C)
6. Debarment and Suspension Certification Form (Attachment D)
7. Non-Collusion Statement (Attachment E)
8. Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment F)

Proposals submitted without the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully executed Affidavit of Compliance with Sectio 889 (a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment B), upon award.

6. Contractors must be properly licensed by the Louisiana State Board for Contractors, Fire Marshall and any other licensing authority for each scope of work performed. If the total of your proposal is $50,000 or more, and requires a license, you must show the appropriate license number(s) on the **outer most packaging** of your proposal and submit a copy of the required license with vendor's proposal. **If a license is required, contractor must provide proof.**

7. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations. In the event St. Tammany Parish School Board has a question during the evaluation process, a Committee Member will reach out.

8. A Performance Bond in the total amount of the order will be required from the successful vendor.

9. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insure, and:
    1. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
    2. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
    3. Workers' Compensation – State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

10. It is the intent of the specifications to invite proposals on high quality merchandise. Mentioning a brand, manufacturer and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

11. Sales tax IS NOT to be included in your proposal price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

12. In accordance with Revised Statue 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

13. Questions concerning the specifications outlined in this proposal may be directed Christian Monson, Principal of Mandeville High School, via email address Christian.monson@stpsb.org until 3:00 PM on Wednesday, December 2, 2026. Email subject line should state RFP #218 – Mandeville High School Baseball Outdoor LED Video Display, Scoreboard, Control System and Installation.

14. Questions concerning the RFP submittal may be directed at the Purchasing Department at trisha.dawsey@stpsb.org. or via telephone at (985) 898-3224.

Steve E. Alfonso

STEVE E. ALFONSO, JR.
Interim Superintendent

St. Tammany Parish School Board

Request for Proposal (RFP)

MANDEVILLE HIGH SCHOOL BASEBALL OUTDOOR LED VIDEO DISPLAY, SCOREBOARD, CONTROL SYSTEM, AND INSTALLATION

General Information to Vendors

Introduction

The St. Tammany Parish School Board ("STPSB") is requesting proposals for furnishing, delivery, installation, integration, testing, commissioning, training, warranty, and support of an outdoor LED video display, baseball scoreboard, control system, scoring software, related equipment, and associated decorative elements for Mandeville High School. The specifications are to be equal to Daktronics LVX-3000 16MT outdoor Live Video Display or greater. The proposal shall provide a complete, operational system meeting or exceeding the minimum requirements contained in this request.

The RFP is performance/specification based. Where a manufacturer, product, model, or proprietary terminology appears in the source specification, it establishes the intended minimum technical characteristics. Proposals shall identify the manufacturer and exact model and shall clearly identify any deviation or exception.

Instructions to Vendors

Questions will be accepted via email to Christian Monson, Mandeville High Principal, Christian.monson@stpsb.org, until **3:00 PM** on **WEDNESDAY, DECEMBER 2, 2026**. EMAIL SUBJECT LINE SHOULD STATE RFP #218 – MANDEVILLE HIGH SCHOOL BASEBALL OUTDOOR LED VIDEO DISPLAY, SCOREBOARD, CONTROL SYSTEM, AND INSTALLATION. Please include a contact name, email address and telephone number in your response.

For questions concerning RFP submittal, email the Purchasing Department @ purchasing@stpsb.org.

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: **RFP ##218 – MANDEVILLE HIGH SCHOOL BASEBALL OUTDOOR LED VIDEO DISPLAY, SCOREBOARD, CONTROL SYSTEM, AND INSTALLATION.**

Vendors submitting proposals via mail or delivery must include an original proposal, six (6) copies and an electronic copy (i.e. flash drive, USB drive, CD, etc.). Vendors must also include all fully executed, **original** attachments relative to this Request for Proposal.

1. Technical Compliance Matrix (page 12 of the RFP)
2. Proposal Information Form (page 13 of the RFP)
3. STPSB Contract Addendum (Attachment A)
4. Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment B)
5. Certification Regarding Lobbying (Attachment C)
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Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.

Proposals submitted electronically via www.centralbidding.com, must also include all fully executed attachments relative to this Request for Proposal.

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Proposals submitted without the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully executed Affidavit of Compliance with Sectio 889 (a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment B), upon award.

Proposals shall be received by **3:00 PM** on **Monday, December 14, 2026,** in one of the following methods:

1. An original, six (6) copies and an electronic copy (i.e., flash drive, USB, CD, etc.) of the proposal shall be either hand delivered or sent via registered or certified mail, UPS, or FedEx with a return receipt requested to:

   St. Tammany Parish School Board
   Attn: Purchasing Department
   RFP #218 – Mandeville High School Baseball Outdoor LED Video Display, Scoreboard, Control System and Installation
   321 N. Theard Street
   Covington, LA 70433

OR

2. Proposals may be submitted electronically at www.centralbidding.com. If submitting electronically, **ALL <u>required</u>** enclosed forms must be completed, fully executed and included with your submittal.

<u>Any proposals submitted after that date/time will be disqualified and returned unopened.</u>

Indemnification and Institution Requirements

The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided; provided, however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law

Any contract and /or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and

jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), STPSB Contract addendum and the vendor's response to this request for proposal.

Contract Assignment

No portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools.

Vendor Expense

STPSB will not be responsible for any expenses incurred by a vendor in the development of a response to this request including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the School Board or its representatives.
NOTE: In accordance with La. R.S. § 42:1267 3(a)(b), successful proposer with access to STPSB Information Technology assets will be required to complete a cybersecurity training provided by STPSB during the term of the contract, annually and during any renewal periods.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under LA RS 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents CONFIDENTIAL prior to submission to the STPSB. Proposer shall clearly and boldly note the cover sheet in bold type specifying the pages and clearly mark each page which are considered restricted in accordance with LA law. Proposers' self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel shall submit to a background check.

Fiscal Funding

The vendor shall provide a contract, which includes this Request for Proposal (RFP) and vendor response, to STPSB. The contract will include complete pricing. If for any reason STPSB should lose funding from any source, including approval of the funding budget by the STPSB, STPSB is only responsible for the purchase orders processed up to the time of the funding loss.

Proposal Format

In order to facilitate the analysis of responses to this request vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a sealed proposal.

Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the School Board. Proposals should be prepared as simply as possible and provide straightforward responsive information. All parts, pages, figures and tables should be numbered and

clearly labeled. Provide your proposal utilizing the same format and order of major headings as defined within this scope. All areas listed will be evaluated and scored during the selection process.

Therefore, at a minimum, the proposal must address each major heading listed below:

1) Company Profile
2) References
3) Product Information including technical specifications
4) Installation
5) Project schedule
6) Training and Support
7) Warranty Information
8) Cost Quotation

1. **Company Profile**: Describe your company's ability to meet the requirements of this RFP including company mailing address (where an award letter can be sent), sales contact information, valid e-mail address, and a company telephone number. Please also include years in business, general markets serviced, and number of customers.

2. **References**: Include three (3) references of clients similar to STPSB who are using the product that you are submitting and the year(s) it was utilized. School districts in Louisiana are of particular interest. Provide the name, address, telephone number, contact name and contact title. NOTE: STPSB employees, employee's immediate family members or former employees and their families cannot provide references to vendors for their proposals.

3. **Product Information including technical specifications**: STPSB is requesting proposals for an LED Display, Baseball Scoreboard, Control System and Installation. Product information and pricing should be submitted by the vendor for all materials, warranty, training and installation.

Project Background and Scope: STPSB intends to procure a complete outdoor electronic baseball display system for Mandeville High School. The project includes, at minimum, an outdoor full-color LED video display, video input/control system, control computer, control software, scoring control software, baseball scoreboard, accessory equipment, decorative accents, installation, testing, commissioning, operator training, documentation, and warranty/support.

Base Scope

- Furnish and deliver all equipment necessary for a complete operational system.
- Provide the outdoor LED video display and associated cabinets/modules.
- Provide media player, video image processor, network router, and related control equipment.
- Provide control computer and required manufacturer control/content software.
- Provide scoring control software supporting the specified sports and baseball functions.
- Provide the baseball scoreboard and specified accessories.
- Provide specified decorative accents and display backing elements.
- Provide all display control wiring and conduit that are assigned to the display contractor under the technical specification.
- Coordinate with STPSB, Mandeville High School, electrical contractor, and other project personnel.
- Install, align, test, commission, and demonstrate the complete system.
- Provide operator training, manuals, documentation, and ongoing warranty/support.

Complete System Responsibility: The awarded vendor shall be responsible for a complete and functioning system. Any incidental equipment, adapters, signal conversion hardware, mounting hardware, connectors, software, licenses, cables, programming, configuration, or other components reasonably required for proper operation shall be included unless specifically identified as an Owner-provided item.

Minimum Technical Specifications

Codes, Standards and Quality Assurance

- Outdoor-use equipment.
- UL Listed to UL 48.
- cUL Listed to CSA C22.2 No. 207.
- FCC compliant.
- Installation in accordance with the National Electrical Code.
- Each type of electronic display shall be obtained through one source from a single manufacturer.
- Provide manufacturer product data, mechanical/electrical shop drawings, and operation/maintenance manuals.

Outdoor LED Video Display

Requirement	Minimum Specification
Display type	Outdoor full-color LED matrix/live video display
Nominal cabinet dimensions	Approximately 9.19 ft high x 25.00 ft wide x 11.0625 in deep
Matrix	168 x 456
Weight	Approximately 2,020 lb
Power	Approximately 4,265 W
Pixel spacing	16 mm row and column spacing
LED configuration	3 through-hole LEDs per pixel: 1 red, 1 green, 1 blue
Color capacity	16-bit / approximately 281 trillion colors
LED refresh rate	4,800 Hz
Signal redundancy	Forward and backward signal path through modules
Module intensity	9,500 nits, adjustable
Brightness control	256 levels; manual, scheduled, or automatic
Viewing angle	Suggested 160° horizontal and +25°/-40° vertical
Construction	All-aluminum construction
Service access	Front or rear
Module access	Modules removable/installable from front and rear without removing/adding screws
Weatherproofing	Silicone-potted face beneath louver and rear; 100% waterproof seal
LED lifetime	100,000 hours to 50% original intensity
Video frame rate	50/60 frames per second
Graphic frame rate	30 frames per second
Processing	22-bit distributed; 100% digital system architecture

Calibration	Factory pixel-to-pixel and module-to-module optical color calibration
Real-time data	Interface with control system without duplicate/redundant input

Video Input Control System

- Equipment rack approximately 15 in H x 10.65 in W x 14 in D, 8HU, or larger as required by the proposed equipment.
- Digital Media Player (DMP) capable of up to 1080p 59.94.
- SDI or HDMI video input up to 1080p 59.94.
- DisplayPort video output to the video image processor.
- Balanced 3-pin XLR audio output.
- Minimum 16 GB DDR4 memory and 1 TB storage for the media player.
- 10/100/1000 Ethernet networking.
- Video Image Processor with DVI input from the media player and fiber-optic output to the display.
- Proprietary/manufacturer LED color-space conversion or equivalent functionality.
- 10/100/1000 Ethernet networking.
- 1 Gigabit network router.

Control Software

- Windows 11 compatible and provided/configured by the display system manufacturer.
- Developed by the manufacturer of the display, media player, and video processor, or provide fully integrated manufacturer-supported functionality.
- Simple, user-friendly creation, editing, scheduling, running, and deletion of messages.
- Control an unlimited number of networked displays, where supported by the system architecture.
- Simultaneous display/edit capability.
- Playlists with loop, shuffle, random, and next-play functions.
- Thumbnail previews and onscreen display monitoring.
- Color-coded, adjustable buttons and multiple operator workspaces.
- Support mouse, keyboard, touchscreen, and dual-monitor configurations.
- Icon and pull-down menu programming.
- Help screens.

Content Editor

- Windows 11 compatible and provided/configured by the display system manufacturer.
- Developed by the manufacturer of the display, media player, and video processor, or provide fully integrated manufacturer-supported functionality.
- Simple, user-friendly creation, editing, scheduling, running, and deletion of messages.
- Control an unlimited number of networked displays, where supported by the system architecture.

- Simultaneous display/edit capability.
- Playlists with loop, shuffle, random, and next-play functions.
- Thumbnail previews and onscreen display monitoring.
- Color-coded, adjustable buttons and multiple operator workspaces.
- Support mouse, keyboard, touchscreen, and dual-monitor configurations.
- Icon and pull-down menu programming.
- Help screens.

Baseball Scoreboard

Requirement	Minimum Specification
Type	Single-sided electronic baseball scoreboard
Dimensions	Approximately 7'-0" H x 25'-0" W x 8" D
Base weight	Approximately 875 lb with vinyl captions
Power	Approximately 360 W red/amber digits or 780 W white digits
Construction	Alcoa aluminum alloy 5052 or equivalent corrosion-resistant aluminum
Face/back/perimeter	Approximately 0.063 in thick
Top/bottom	Approximately 0.125 in thick
Digit color	White
MPH/Ball/Strike/Out/H-E digits	18 in high
Inning/Runs/Hits/Err digits	15 in high
Digit technology	Seven-bar LED segments; weather-tight construction
Captions	Vinyl applied directly to scoreboard face
Home/Guest captions	12 in high
Other captions	As specified in source technical specification
Border striping	Vinyl striping around scoreboard face
Team name message centers	Two programmable TNMCs in place of HOME/GUEST captions
Radar gun	Radar gun with interface
Protective netting	9.17 x 25 ft protective netting for video display only

Scoreboard must display HOME/GUEST scores for up to 10 innings, total runs and hits to 99, errors to 9, MPH to 199, ball/strike/out counts and H/E or at-bat/pitch-count information.

Decorative Accents

- Arch truss approximately 4 ft high x 25 ft long with 50% non-backlit lettering/logo and screen backing.
- Outdoor non-backlit horizontal element approximately 2 ft 6 in x 25 ft.
- Proposer shall include all structural, mounting, finishing, and attachment components required for a complete installation.

4. Installation

Pre-Installation

- Verify the mounting structure is ready to receive the display.
- Verify position, elevation, structural layout, conduit, and junction boxes.
- Verify concrete has adequately cured.
- Verify the mounting structure can support display weight, wind load, and auxiliary equipment.
- Verify field dimensions before fabrication/installation.
- Do not install until the mounting structure is secure and site conditions are suitable.

Installation

- Install the display in accordance with manufacturer instructions.
- Display shall be plumb and level.
- Power and control cables shall be routed in conduit.
- Electrical power to the display and raceways identified as electrical-contractor work shall be coordinated with the electrical contractor.
- Display control wiring and conduit shall be provided by the display contractor unless otherwise designated by STPSB.
- Provide all manufacturer-required signal conversion hardware for direct wired control of the display.
- Coordinate all interfaces with existing/new electrical, network, audio/video, structural, and control systems.

Testing and Commissioning

- Test the LED display, scoreboard, controller, media player, video processor, network connectivity, scoring software, control software, and all control jacks/interfaces.
- Verify video, graphics, text, audio, real-time data, scoring, transitions, brightness control, and scheduled content.
- Verify all modules operate uniformly and replacement/calibration functions are operational.
- Correct defects prior to final acceptance.
- Demonstrate complete system operation to STPSB's designated representative.

5. **Project Schedule:** Proposals should include a complete schedule for project completion, including delivery of materials, installation and training.

6. **Training and Support:** Please provide relative information regarding on-site training and support for designated STPSB/Mandeville High School personnel covering display operation, content creation/editing, scheduling, scoring, troubleshooting, routine maintenance, and use of provided control equipment. Training shall be provided before final acceptance and shall include reasonable follow-up assistance during the warranty period.

7. **Warranty Information, Service and Support:** Please provide warranty information, including but not limited to the following.

- Minimum five-year warranty covering parts exchange for electronic components due to manufacturing defects, including ground shipping, unless a proposer offers more favorable terms.
- Provide toll-free service coordination.
- Provide technical online and telephone support during normal manufacturer business hours.
- State all warranty exclusions, response times, service procedures, and escalation procedures.
- Identify availability and pricing of replacement modules, LEDs, power supplies, controllers, and other critical components.
- Warranty shall begin upon STPSB acceptance unless otherwise stated in the executed contract.

STPSB reserves the right to reject any proposal. STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, STPSB reserves the right to delete or add functionality until the final contract signing.

8. **Cost Quotation:** Proposals shall provide firm pricing sufficient to furnish a complete and operational system. Prices shall include equipment, software, licenses, delivery, freight, installation, programming, integration, testing, training, documentation, warranty, and all other costs necessary to satisfy the RFP unless separately identified.

Pricing Category	**Amount**
Base equipment and system	$_____
Installation and integration	$_____
Programming/configuration	$_____
Training	$_____
Freight/delivery	$_____
Warranty/service included in base term	$_____
Other required costs	$_____
TOTAL BASE PROPOSAL	$_____
Optional Item 1	$_____
Optional Item 2	$_____
Annual post-warranty service (if offered)	$_____

The vendors are obligated to inform STPSB of, and include in the response, any components that may not be requested but are necessary for a successful complete training program.

Termination Of Contract

If the successful vendor fails to comply with the proposal specifications, the St. Tammany Parish School Board will give thirty (30) days written notice to the successful vendor to render service in compliance with the proposal and contract. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, The St. Tammany Parish School Board reserves the right to cancel the contract at no cost to the School Board and to secure services from another source.

Termination For Convenience

The St. Tammany Parish School Board may terminate a contract, in whole or in part, whenever the School Board determines that such termination is in the best interest of the School Board, upon 30-day written notice to the successful vendor. If the STPSB exercises this right, the successful vendor will be paid for the work performed to day of notification. The successful vendor shall not be reimbursed for any profits which may have been anticipated, but which have not been earned up to the date of termination.

Conflict(s) of Interest

In the event the contracted lobbyist and/or firm becomes aware of any conflicts or potential conflicts interest, the contracted company shall immediately notify the Superintendent or designee, in writing, of such conflict. All relationships and contracts with organizations to which the STPSB is a member of or has a contractual relationship with should be disclosed including a list of services provided to those organizations. In the event the conflict cannot be resolved to the satisfaction of the STPSB, the STPSB reserves the right to terminate the contract.

Evaluation Criteria

	EVALUATION CRITERIA	POINTS
1.	Technical compliance and quality of proposed system	25
2.	Vendor qualifications and relevant experience	15
3.	Project approach, Installation, Integration and Schedule	15
4.	Warranty Service, Training and Ongoing Support	10
5.	References and demonstrated performance	10
6	Cost Quotation	25
	Total	100

Technical Compliance Matrix: The following chart must be completed and submitted with the proposal to determine the proposed system meets or exceeds the specifications required.

Requirement	Comply / Exception	Manufacturer / Model	Proposal Page
Outdoor LED video display; approximately 25 ft wide			
16 mm pixel spacing			
168 x 456 matrix or equivalent performance			
16-bit color / stated color capacity			
4,800 Hz refresh rate			
9,500-nit adjustable intensity			
Front/rear serviceable modules			
100% waterproof module sealing			
50/60 fps video; 30 fps graphics			
Factory pixel/module color calibration			
Video media player			
Video image processor			
Fiber-optic communication			
Windows 11 Pro control computer			
Display control/content software			
Real-time data integration			
Scoring software – baseball			
Scoring software – specified additional sports			
Baseball electronic scoreboard			
Programmable team-name message centers			
Radar gun/interface			
Protective netting			
Decorative accents			
Installation and integration			
Testing and commissioning			
Operator training			
Five-year minimum warranty			
Technical phone/online support			

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY: _____
Legal Name of Agency Submitting Proposal

COMPANY ADDRESS: _____

_____

_____

_____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

_____
Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.

VENDOR CHECKLIST

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected because the respondent simply failed to comply with the required preparation and submission requirements.

_____ Have you performed a final review of your response to ensure you have included all required documentation?

_____ Have you verified all amounts to ensure that they are complete and accurate?

_____ Is your envelope properly marked? See page 2-3 of the RFP for further details.

_____ Have you included an original copy, six (6) copies and an electronic copy of the proposal?

_____ Have you completed the Technical Compliance Matrix (page 12)?
This is a required form and must be submitted with your proposal. **Proposals submitted without this form will be considered "non-responsive" and will not be evaluated.**

_____ Have you completed and signed the enclosed Proposal Information Form (page 13)?
This is a required form and must be submitted with your proposal. **Proposals submitted without this form will be considered "non-responsive" and will not be evaluated.**

_____ Have you completed and signed STPSB Contract Addendum? (**Attachment A**) **Proposals submitted without this form will be considered "non-responsive" and will not be evaluated.**

_____ Have you included fully executed Affidavit for Compliance with Section 889 (a) (Attachment B), Certification Regarding Lobbying (Attachment C), Debarment and Suspension Certification Form (Attachment D), Non-Collusion Statement (Attachment E) and the Firearm Discriminatory Act 587 (Attachment F) signed by an authorized company official. These are required forms and must be submitted with your proposal. **Proposals submitted without these forms will be considered "non-responsive".**

St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

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Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

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A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish Public School Board or individual school(s) and _____ (Company Name) and is effective as of _____ (Date).

Steve E. Alfonso	
Authorized Representative Signature	**Authorized Representative Signature**
Steve E. Alfonso	
Authorized Representative Name (Please Print)	**Authorized Representative Name (Please Print)**
Interim Superintendent	
Title	**Title**
St. Tammany Parish School Board	
Company	**Company**
October 6, 2026	
Date	**Date**

STATE OF .....

PARISH/COUNTY OF .....

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared:

_____

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____**(Company Name)** in the position of _____
2. That _____**(Company Name)** has submitted a Response to Request for Proposal _____ **(Number/Title of RFP)** from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be pmchased in connection with the Response to Request for Proposal _____ **(Number/Title of RFP),** if awarded to _____ **(Company Name),** is and/or will be from a manufacturer that is in compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act.

_____ _____

Signature Printed Name

_____ _____

Title Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this ___ day of _____2026.

_____ _____

Signature Printed Name

My commission expires: _____

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

2. 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material repres entation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By_____Date: _____

(Signature of Official Authorized to Sign Application)

By ---------- Date: _____

(Name and Title of Authorized Official)

The bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. Chap. 38 Administrative Remedies for False Claims and Statements, apply to this certification and disclosure if any.

DEBARMENT AND SUSPENSION CERTIFICATION FORM
(REQUIRED)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it 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.

(2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature Date

INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding $25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal,* and *voluntarily excluded,* as used in this clause, have the meanings set out in the Definitions and Coverage sections in accordance with the 0MB guidelines of 2 CFR 180 that implement Executive Order 12549 and 12689. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm _____

Complete Address of Firm _____

_____

Telephone Number _____

Signature of Authorized Representative _____

Typed Name of Authorized Representative _____

Title of Authorized Representative _____

Date _____

FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234)
DISCLOSURE

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.

2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

_____ _____

Signature of Official Duly Authorized to Sign Contracts and Agreements Date