FRIENDSHIP PUBLIC CHARTER SCHOOL

REQUEST FOR PROPOSALS FOR

RFP — Family Education Coordinator Services

Friendship is soliciting proposals and qualification statements from parties having specific interests and qualifications in the areas identified in this solicitation. A selection committee will review and evaluate all qualification statements and proposals and may request that the bidders make oral presentations and/or provide additional information. The selection committee will rely on the qualification statements, proposals, additional information if provided and oral presentations if made, in the selection of finalists and, therefore, bidders should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Interested parties shall email the response to this RFP to: procurementinquiry@friendshipschools.org. The email subject line should clearly state **"RFP — "Family Education Coordinator Services"** to: **ProcurementInquiry@friendshipschools.org**

Procurement
Friendship Public Charter School (FPCS)
1400 1st Street, NW Suite 300
Washington, DC., 20001

By no later than 4pm, Friday, November 20, 2026

You must sign below in INK; failure to sign WILL disqualify the proposal.
Company Name:_____

CompanyAddress:_____

City, State, Zip Code:_____

Taxpayer Identification Number (T.I.N.): _____

Telephone: _____ _____ Fax: _____

Email: _____

Print Name: _____ Signature: _____

Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.

Friendship Public Charter School Inc. ("Friendship") reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

TABLE OF CONTENTS – REQUEST FOR PROPOSAL PACKAGE

The items below represent components, which comprise this Request for Proposal (RFP) package. Proposers are asked to review the package to be sure that all applicable parts are included. It is the Proposers responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your proposal packet.

1. **Cover Sheet:** Your company name, address, and your signature (**IN INK**) should appear on this page
2. **Table of Contents:** Identifies the order in which the information appears in the document.
3. **General Requirements:** You should be familiar with all of the General Requirements.
4. **Special Requirements/Instructions:** This section provides information you must know in order to make a complete and proper proposal.
5. **Specifications:** This section contains the detailed description of the products/services sought by Friendship Public Charter School.
6. **Attachments**
    - **a.** Proposal Requirement
    - **b.** Insurance Coverage Requirements
    - **c.** Financial Statements
    - **d.** Proposed Exceptions, Alterations, Additions, or Modifications to RFP (if any)

GENERAL REQUIREMENTS

ACCESS TO RECORDS

Proposer may be required to allow duly authorized representatives of FPCS access to contracts, books, documents, and records necessary to verify the nature, extent, and cost of services provided by the Proposer.

AWARD

FPCS reserves the right to reject any and all proposals, and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of FPCS and waive any and all minor irregularities in any proposal(s). FPCS further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of FPCS.

OFFER COMPLETION

Completed proposal(s) must be sent to **ProcurementInquiry@friendshipschools.org**. An authorized company representative should sign the Cover Sheet. Completion of these forms is intended to verify that the proposer has submitted the proposal, is familiar with its contents, and has submitted the material in accordance with all requirements.

The submission of a response shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All terms, conditions, specifications, stipulations and supplier requirements stated in the RFP, any attached Appendices to the RFP, and any and all Addenda issued shall become part of the contract entered into between FPCS and the Proposer.

OFFER RETURNS
Proposers must return completed proposals by date stated above. Late proposals will not be accepted. It is the responsibility of the responding Proposer to assure that the response is received prior to the date/time indicated on the Cover Page of this package.

CONTRACT RENEWALS
Renewals may be made ONLY by written agreement between FPCS and the Proposer.
Any price escalations are limited to those stated by the Proposer in the original proposal.

DISQUALIFICATION OF PROPOSER
Upon signing this offer document, a Proposer certifies that the proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if FPCS believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected.

EVALUATION
In evaluating the proposals submitted, FPCS will apply the "Best Value" process in selecting the Proposer to be awarded a contract for this project. **Purchase price is not the only criteria that will be used in the evaluation process**. The selection process will include, but not be limited to, the following considerations:

1. The purchase price.
2. The Proposer's overall experience, reputation, expertise, stability and financial responsibility.
3. The quality and range of goods and/or services the firm proposes to provide.
4. The extent to which the goods and/or services meet FPCS needs.
5. The Proposer's past relationship with FPCS.
6. The ability to provide service in a reliable, expedient and efficient manner.
7. The total long-term cost to FPCS to acquire the Proposer's goods or services.
8. Any other relevant factor(s) specifically listed in the request for proposals.

All proposals must be valid for a minimum period of one hundred-twenty (120) days from the due date of this RFP. Proposers shall furnish in a timely manner to FPCS such additional information as FPCS may reasonably require.

FPCS reserves the right to contact references from the Proposer's client list, or any other persons considered relevant by FPCS.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

DOCUMENT INTERPRETATION
In the event of any conflict of interpretation of any part of this overall document, the interpretation of FPCS shall govern consistent with the laws of the District of Columbia. Wherever the term "Proposer" is used throughout the RFP, it includes the Proposer's agents, employees, directors and/or assigns even if not specifically delineated.

HOLD HARMLESS AGREEMENT
The successful Proposer(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend FPCS, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the Proposer and its agents, employees(paid or volunteer), directors and/or assigns in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting there from. Such indemnification shall also include reasonable attorneys' fees, court costs, and expenses.

INSPECTIONS
FPCS reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of FPCS. If a Proposer cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, FPCS can reject the proposal as inadequate.

TESTING
FPCS reserves the right to test equipment, supplies, materials and goods proposed for quality, compliance with specifications and ability to meet the needs of FPCS. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

INVOICES AND PAYMENTS
The Proposer who is awarded the contract is required to send all invoices to FPCS's reference point of contact and to **Accounts Payable 1400 1st Street NW Washington DC 20001**. Invoices shall be provided to FPCS in a timely manner. The Proposer who is awarded the contract is required to invoice FPCS within 30 days of providing goods and/or services to FPCS.

In the event FPCS is presented with invoices, statements, reports, etc. that are incomplete, or inaccurate, FPCS may be required to perform substantial research which could result in delay of payment. FPCS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices.

PRICING
Prices for all goods and/or services shall be negotiated to a firm amount for the duration of the contract or as agreed to in terms of time frame and/or method of determining price escalations, if any by Proposer. All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

SUPPLEMENTAL MATERIALS
Proposers are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Proposer wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

TAXES
FPCS is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, FPCS will not be responsible for payment of the taxes. The Proposer awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to FPCS.

TERM CONTRACTS
Any contract which results from this RFP shall run for three year period with an exclusive option by FPCS to renew on an annual basis. There is to be an additional 90-day transitional period added to the end of the contractual agreement which may be exercised at the option of FPCS. The contractual prices, terms and conditions are to remain in force during the transitional period.

The successful Proposer, as determined by FPCS, shall be required to execute a contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. No Proposer shall obtain any interest or right in any award until FPCS has executed a contract, and any such interest and rights shall be subject to the terms and conditions as contained in such contract.

The successful Proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof, without prior written consent from the FPCS.

QUANTITY
There is no guaranteed amount of business, expressed or implied, to be purchased or, contracted for by FPCS in the initial maximum 1 year contract term or in subsequent renewals which may or may not be negotiated and agreed to by FPCS with any proposer(s). However, the Proposer(s) awarded the contract shall furnish all required goods and/or services to FPCS at the stated price, when and if required.

CONTRACT TYPE
The preferred contract type to be awarded is a fixed fee contract. However, if a Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer is encouraged to offer that better pricing option as an alternative in its submitted proposal. FPCS will consider that type of contract as it compares with other recommended contract options. The contract type providing the best value, over the longest period of time is what FPCS seeks. Proposers are required to provide FPCS with a menu of any optional services offered. Each service must be priced separately and independent of any other services offered or rendered.

TERMINATION
FPCS reserves the right to terminate the contract without cause with 60 days prior written notice for convenience and with 30 days prior written notice for cause, if Proposer breaches any of the terms therein, including warranties of proposer or if the proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which FPCS may have in law or equity. Cause may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to FPCS's satisfaction and/or to meet all other obligations and requirements.

If the Proposer breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, FPCS will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate any contract with 30 days prior written notice to the Proposer.

FPCS will then be relieved of all obligations, except to pay the reasonable value of the supplier's prior performance (at a cost not exceeding the contract rate). The Proposer will be liable to FPCS for all costs exceeding the contract price that FPCS incurs in completing or procuring the service as described in the proposal. FPCS's right to require strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

TRANSITION
Once an executed contract with the Proposer terminates for any reason, FPCS reserves the right to have a period of time to transition the contracted goods and/or services provided to FPCS by the Proposer to a new provider. During this transition period, FPCS will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. FPCS further reserves the right to establish the length of the transition period and communicate this transition time period to the provider; however, such transition period shall not exceed 180 days.

FUNDING OUT OPTION
Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to FPCS, either in whole or in part, if funds are not appropriated by the FPCS Board of Directors, or otherwise not made available to FPCS. All outstanding invoices will be paid upon cancellation.

WARRANTIES
Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Proposers may not limit or exclude any implied warranties.

ASSOCIATION
Proposers may not use the FPCS official logo(s), or any phrase associated with FPCS, without the written permission from FPCS.

EXCEPTIONS, ALTERATIONS, ADDITIONS AND MODIFICATIONS
If any exceptions, alterations, additions, or modifications are submitted by Proposer to any portion of this RFP, the Proposer must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the proposer of the RFP as proposed by FPCS. FPCS reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

PROPOSAL PREPARATION COSTS
All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit FPCS, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate FPCS to award a contract or purchase any goods and services stated in the RFP.

RETENTION OF PROPOSAL DOCUMENTATION
All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of FPCS.

MODIFICATION/WITHDRAWAL OF PROPOSAL
Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission, or in person before the response date.

SPECIAL REQUIREMENTS/INSTRUCTIONS

EVALUATION AND AWARD
This RFP in no manner obligates FPCS to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of FPCS and may be terminated at any time prior to the signing of the contract. FPCS may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful Proposer(s).

If FPCS is unable to agree to contract terms, FPCS reserves the right to terminate contract negotiations with a Proposer and initiate negotiations with another Proposer. FPCS reserves the right to select services and products from any number of Proposers if in its sole discretion it is in the best interest of FPCS to do so. Evaluation will consider the proposal(s) best meeting the

needs and requirements of FPCS and such evaluation and determination of best value shall be solely at the discretion of FPCS.

Purchase price is not the only criteria that will be used in the evaluation process.
Submission of a proposal implies the Proposer's acceptance of the evaluation criteria and all other terms and conditions as set forth in this RFP as well as the Proposer's recognition that subjective judgments can and will be made by those individuals evaluating proposals.

FPCS RESERVES THE RIGHT TO AWARD THE CONTRACT TO ONE PROPOSER/CONTRACTOR, OR MORE THAN ONE PROPOSER/CONTRACTOR IN ITS SOLE DISCRETION.

NON-PERFORMANCE BY PROPOSER/CONTRACTOR
Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by FPCS on the basis of nonperformance. Nonperformance shall be determined as follows:
1. Failure to meet and maintain all qualifications required in this RFP;
2. Failure to meet required operating performance standards in the time period required and consistent with workmanlike manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective.";
3. Failure to keep and maintain all required insurance coverage;
4. Failure to cure deficiencies within a reasonable amount of time as stated herein.

INSURANCE
All proposers must provide evidence of insurance or insurability.

CONFLICT OF INTREST
The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the FPCS projects. **If applicable, please complete Attachment F.**

NON DISCRIMINATION
The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

RFP SPECIFICATIONS – Family Education Coordinator Services

Friendship serves more than 4,600 students in 15 schools on 9 campuses. Assuring continued high-quality school options amid enrollment declines, a tougher ASPIRE accountability system, and sector planning pressures raises the stakes for every school.

Families are our most important partners in student success and our most credible voice for quality, yet few have a clear picture of what quality means in DC or a clear path to act on it. This solicitation supports three connected areas of work, aligned with Journey to 30, Friendship's 30th anniversary: (1) educating and organizing families around school quality; (2) training and coaching that build Friendship's capacity to organize families; and (3) using narrative to tell Friendship's story and engage families and the broader community. All of this serves Friendship's long-term strategy: to deliver the highest-quality schools that motivate students to achieve high academic standards, love learning, and contribute actively to their communities.

Friendship Public Charter Schools seeks qualified and experienced bidder(s) for "Family Education Coordinator Services," which comprise the three areas below. Proposers may respond to one, two, or all three areas and should clearly identify which area(s) they are proposing on, with pricing shown separately for each. Services are expected to begin in December 2026, with an initial period of approximately 12 months. Pilot work will take place at 3–4 pilot sites (Friendship campuses and/or partner LEAs), selected with Friendship.

Scope of required services to include but not limited to:

Area 1: Family Education Lead Consultant

A part-time consultant, available for evening and weekend hours, who educates families on school quality and builds a bench of family leaders at the pilot sites. The consultant will report to Friendship's Director of Parent and Community Engagement.

- **Listen and recruit.** Hold one-on-ones with parents, caregivers, alumni, school leaders, and staff to learn what families value and where they see their school's strengths and gaps. Identify and recruit prospective family leaders at each pilot site, working with school leaders and family-engagement teams.
- **Educate on quality.** Run sessions, in English and Spanish, on what a high-quality school looks like in DC and how to read it: ASPIRE ratings, proficiency and growth, attendance, and each school's own goals. Show families the concrete ways they move student outcomes, from attendance and reading at home to conferences and school priorities. Explain how decisions about schools are made, including PCSB oversight, accountability, funding, and the Council. Connect families to LEE's family leadership series and build on it.
- **Organize around school priorities.** Launch and coach a Family Leadership Committee of 10 or more family leaders at each pilot site, aligned with that school's improvement goals. Train leaders to run research meetings with school leaders, board members, and officials, and to lead one visible effort on a quality priority, such as attendance or literacy.

- **Develop leaders.** Track each leader's growth from informed family member to community leader, and give each a next step, such as a seat on a school or network committee, hosting prospective families, a panel, or testimony.
- **Amplify.** Bring family and alumni perspective and stories (with consent) into the network's community engagement, advocacy, and communications, including the Journey to 30 storytelling in Area 3, partnering with the External Affairs team.
- **Build the system.** With school leaders, LEE, the Area 2 organizing partner, and External Affairs, set up a leader tracker, monthly progress report, and staff orientation. Capture lessons and recommend a long-term structure.

Expected milestones: by January 2027, a 90-day plan, pilot sites confirmed, and 60 or more one-on-ones; by spring 2027, Family Leadership Committees launched; by July 2027, approximately 40 trained family leaders and at least three family-led research meetings.

Area 2: Organizing Training and Coaching

An experienced organizing partner to train, coach, and equip the Area 1 consultant, their supervisor, and school staff in a proven relational organizing model. The partner builds Friendship's capacity to organize families; it does not run the organizing itself.

- **Readiness and planning.** Hold listening conversations with network leaders, school leaders, and partners; review existing family leadership programming; analyze the relevant policy and community landscape; and produce a pilot implementation plan, including pilot site selection criteria.
- **Tools and systems.** Provide onboarding for the Area 1 consultant, a family leader tracker and progress dashboard, a Family Leadership Committee structure with meeting templates, a leader development rubric, and an orientation for staff at each pilot site.
- **Coaching.** Provide regular coaching, at least monthly, for the Area 1 consultant and their supervisor.
- **Leader formation.** Deliver in-person training for family leaders, prepare them to run research meetings, and support planning for at least one public family-leader moment, such as a community assembly or public testimony.
- **Learning and long-term plan.** Document lessons and family leader impact stories, map aligned partner organizations, and recommend options for the long-term structure of this work.

Expected timeframe: approximately December 2026 through August 2027. Proposers should price a base case of one part-time Area 1 consultant at 3–4 pilot sites and may price support for additional organizers as a separate option.

Area 3: Journey to 30 Narrative and Communications

A creative and communications partner to help Friendship tell its story and engage families during its 30th anniversary year. The anchor project is *This Is Public School*, a series of short, character-driven documentary films that follow Friendship students, families, graduates, and educators, with each film addressing a common misconception about public charter schools.

- **Film series.** Develop, produce, and edit up to nine short films of approximately 3–5 minutes each, captioned in English with Spanish subtitles. This includes subject identification with Friendship, family consent, filming, and post-production.
- **Social and digital content.** Produce short vertical cuts, photography, and written companion profiles for social media, the website, and earned media.
- **Distribution and engagement.** Plan and support release, including social rollout, media outreach, and community screenings designed to double as family engagement and recruitment events.
- **Related Journey to 30 communications.** As optional, separately priced services, support related needs such as family and alumni story capture, anniversary event and campaign content, and earned media support.
- **Asset delivery.** Deliver all final and raw media, with signed releases, to Friendship.

Budget: The film series, including distribution, should not exceed $50,000. Optional communications services should be priced separately.

How the Areas Work Together

Selected proposers will work as one team under Friendship's External Affairs department, sharing a calendar of family activities, a single family consent and media release process, and a monthly joint check-in. Family leaders and stories surfaced through Areas 1 and 2 will inform Area 3. All work must be nonpartisan and consistent with Friendship's 501(c)(3) status, and must complement, not replace, school-based family engagement and student recruitment.

Qualifications and Skills required:

Area 1: Family Education Lead Consultant

- A relationship builder whom families trust, skilled at one-on-one conversations that inspire people to act.
- A trained family educator or organizer with 3 or more years of parent, community, or education organizing or training. Familiarity with relational (PICO-style) organizing and with DC charter policy is a plus.
- A teacher of adults who can translate school performance data into plain language and coach families in public narrative and civic skills. Fluent Spanish is strongly preferred.
- A systems thinker who understands what drives school quality, can unpack inequities and read the policy landscape, and turns it into people-centered strategy while staying nonpartisan.
- Organized and resourceful, comfortable with data and tracking, with a growth mindset and roots in DC communities. Lived experience as a DC school parent or Friendship alum is valued.

Area 2: Organizing Training and Coaching

- A demonstrated track record training and coaching family or community organizers, preferably with charter schools or school networks in urban settings.

- An established relational organizing model with curricula, tools, and coaching practices that can be shared as samples.
- Knowledge of the DC education landscape is a plus.

Area 3: Journey to 30 Narrative and Communications

- A reel or portfolio including at least three character-driven short documentaries or comparable story-driven work.
- Experience filming in schools and with minors, including consent and release processes.
- Experience producing social and digital content and planning distribution for mission-driven organizations. Spanish-language capacity is valued.

Proposal Requirements (Attachment A)

Proposals shall include, at a minimum, the following information organized as follows in a qualification statement:

1. A brief discussion of the consultant's/company's history, and services offered. Briefly state the Proposer understands of the work to be done and make a positive commitment to perform the work within the required time period.

2. Clearly state proposed fees and cost for services.

3. Resumes of key staff that will provide services and training.

4. Names and contact information of at least three client references.

5. Provide proof of CBE as firms certified as CBE will receive preferential consideration. See http:https://dslbd.dc.gov/getcertified

6. A proposed signed contract, which includes terms, payments and amount contract, will not to exceed.

INSURANCE COVERAGE REQUIREMENTS (Attachment B)

General & Excess Liability Minimum Coverage

General Liability:	1,000,000
Umbrella Liability:	1,000,000

_____

Company Name

_____

Signature of Authorized Agent

_____

Date Signed

FPCS will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.

Financial Statements (Attachment C)

Proposer should submit as Attachment C current financial statements, preferably for the past two years, which have been audited or reviewed by a Certified Public Accountant.

Proposed Exceptions, Alterations, Additions, or Modifications to RFP (Attachment D)

Proposer should submit as Attachment D, any and all proposed exceptions, alterations, additions, or modifications.

For further information, contact Ruby Sherman at procurementinquiry@friendshipschools.org.

ATTACHMENT F

CONFLICT OF INTREST DISCLOSURE

As a prospective vendor/supplier, its agents, employees, directors and/or assigns, you shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with a member of the school's board or leadership.

Name of party that poses conflict **Relationship/Interest**

_____

_____

_____

_____

Company Name

_____
Signature of Authorized Agent

_____
Date Signed

END OF FPCS RFP PACKAGE.