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REQUEST FOR PROPOSAL
EVALUATION OF INCLUDE ME PROGRAM

PROPOSAL DEADLINE
MONDAY MARCH 9, 2026
BY 3:00PM EST

SUBMIT PROPOSAL TO:
THE ARC OF PENNSYLVANIA
securedocs@thearcpa.org

OR

1007 MUMMA RD
SUITE 100
LEMOYNE PA 17043
MARKED WITH RFP BID ENCLOSED



REQUEST FOR PROPOSAL
EVALUATION OF THE ARC OF PENNSYLVANIA'S
INCLUDE ME PROGRAM

The Arc of Pennsylvania is seeking a qualified researcher or research organization to conduct an evaluation of our Include Me Program (IM). The mission of IM is to develop, support and enhance disability inclusive practices across Pennsylvania. We partner with school districts to create a comprehensive plan that meets the unique needs of the district, teachers and families.

The Arc of Pennsylvania is seeking proposals from qualified individuals or organizations to conduct an external evaluation of the data collection tools and processes currently used in the IM initiative.

Approach

Include Me program specialists are positioned in various regions of Pennsylvania. Each program provides the following:

- Student Team Consultation-specialists visit classrooms and offer resources, strategies, onsite mentoring and other supports as identified by the student's IEP team.
- School-wide general support-provide general consulting to increase accessibility for school-or school district wide events activities and more.
- Staff training: deliver professional-developmental opportunities for school personnel on a wide range of topics.
- Family training-deliver subject matter trainings, webinars, and informational sessions focused on aiding families how to navigate special education and transition planning.
- Virtual Student Programs-we facilitate a variety of virtual student-facing programs in the afternoon and evening through engaging, age-appropriate activities for students.
- On-site technical assistance-assist in the implementation of a variety of assistive technology solutions for students, including device training and lending.
- Inclusive District Projects-collaborate with school districts to create school building projects such as sensory rooms, playground communications boards and more.
- Develop and present professional development training for school districts. Topics include disability awareness & acceptance, inclusive classroom practices, assistive technology, positive behavior supports, customized employment and Includi-Con virtual conference.

Evaluation of Objectives - IM Data Collection Tools and Practices

This evaluation will focus on three primary objectives:

1. Assess the Effectiveness of Current Data Collection Tools

Review and analyze the instruments and methodologies currently used to collect data on teacher mentoring, student outcomes, inclusive practices, and school-wide impact within the IM program.

2. Identify Gaps in Data Collection

Determine where critical information may be missing or underrepresented in the current evaluation framework. This includes assessing whether the tools capture meaningful data from all stakeholder groups (e.g., students, parents, teachers, administrators) and across key areas of implementation.

3. Compare IM Evaluation Practices to Least Restrictive Environment (LRE) Requirements

Examine how well the IM data collection and evaluation practices align with federal and state mandates related to the Least Restrictive Environment. The goal is to assess whether the current tools effectively measure IM's impact in supporting inclusive placements and practices in accordance with LRE standards.

Scope of Work

The selected researcher and/or research organization will be responsible for:

1. Review current data collection methods used by the Include Me program specialists
2. Collect relevant data from Include Me staff through various research methods including interviews, surveys and observations.
3. Analyze the collected data using appropriate quantitative and qualitative techniques.
4. Provide a detailed report outlining strengths and limitations of current tools and data systems, identify gaps or areas for improvement and recommendations for enhancing the evaluation framework to ensure it is comprehensive, socially valid and LRE aligned.
5. Create a list of data collection tools, practices and surveys to be considered as a result of evaluative results on the effectiveness of current data collection tools and identified gaps.
6. **The research project can commence on March 30, 2026, and must be completed by June 30, 2026.**
7. **Depending on the renewal of funding, there may be an opportunity for the successful bidder to implement tools and strategies for up to five additional years.**

Proposal Submission

1. Organizational profile or researchers' background and qualifications.
2. Proposed evaluation approach including research design, data collection methods, and analysis techniques.
3. Proposed budget, including fees and anticipated expenses.

4. Relevant experience and track record of conducting similar educational research or evaluations
5. References from previous clients or projects.

Federal requirements

1. Non-Discrimination / Equal Employment Opportunity

The Arc of Pennsylvania is an equal opportunity employment, educational, and service organization. The Proposer shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor shall take affirmative action to ensure nondiscriminatory treatment in all employment practices.

2. Never Contract with the Enemy

The Bidder may not contract with any person or entity actively opposing the United States or coalition forces involved in a contingency operation.

3. Debarment and Suspension

The Arc of Pennsylvania shall award contracts only to responsible contractors/vendors with the ability to perform successfully under the terms of the RFP, considering integrity, compliance with public policy, past performance, and financial and technical resources.

4. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a federally funded contract if a real or apparent conflict of interest exists. Gratuities or items of monetary value may not be solicited or accepted.

5. Whistleblower Protections

The Bidder may not discipline or terminate an employee for reporting suspected gross mismanagement of a federal contract or grant, violations of law or regulation, or substantial dangers to public health or safety. Employees must be informed in writing of these protections.

6. Sustainability Policy

The Bidder must provide a copy of its sustainability policy upon request.

7. Governing Law

This RFP and all resulting services shall be governed by the laws of the Commonwealth of Pennsylvania.

8. Insurance Requirements

The Proposer must affirm that all required insurance and bonding will be provided prior to the commencement of services, including:

- Commercial General Liability Insurance
- Automobile and truck insurance with a minimum combined single limit of \$1,000,000 per accident
- Umbrella Liability Insurance with a minimum of \$1,000,000 for the life of the contract
- Acknowledgement that The Arc of Pennsylvania will not indemnify any contractor for its own negligence or for claims subject to sovereign immunity

9. Independent Contractor Status

The Proposer shall be considered an independent contractor for all work performed. Provider, and any and all agents and employees of Provider, shall perform in their independent capacity and not as officers, employees, or agents of The Arc of PA.

10. Small Diverse Business Program

The Intermediate Unit encourages participation by Small Diverse Businesses, including those certified by the Pennsylvania Department of General Services. While not required, proposals from certified Small Diverse Businesses will be prioritized during the review process. A completed Small Diverse Business Attestation must be submitted with the proposal.

11. Non-Collusion Affidavit

A completed and notarized Non-Collusion Affidavit must be submitted with the proposal.

12. EDGAR Certifications Addendum

For contracts funded with federal grant funds, the authorized official of the bidder must execute and submit the EDGAR Certifications Addendum in accordance with 2 CFR 200 (Uniform Guidance).

Proposal Evaluation:

Proposals will be evaluated based on the following criteria:

- a. Demonstrated expertise and experience in educational research and evaluation
- b. Soundness of the proposed evaluation approach and methodology.
- c. Alignment with the evaluation objectives.
- d. Realistic timeline and workplan.
- e. Cost-effectiveness and value for investment.
- f. Availability and capacity to undertake the project within the specified timeline.

Proposal Submission Deadline:

All proposals must be submitted no later than March 9, 2026 by 3:00 pm EST to securedocs@thearcpa.org or mailed to The Arc of PA 1007 Mumma Rd., Suite 100, Lemoyne PA 17043 and marked that the bid is enclosed. Bids submitted after the deadline (if mailed must be postmarked by 3/9/26) will not be accepted.

From the moment any proposals are received, the strict confidentiality of each and every proposal will be maintained. The Arc of PA will not permit any access whatsoever to, or any tampering with, any and all proposals by any person or entity other than by designated The Arc of PA personnel required for the proper maintenance, confidentiality and protection of the proposals, (but in no event shall any proposal be opened or its contents printed, viewed or changed in any way or for any reason) prior to the designated opening time.

Proposals must be typewritten or printed legibly with ink and must be signed by an authorized official of the vendor. Unsigned, incomplete, or illegible bids will not be considered.

All proposals must be guaranteed for sixty (60) days.

All proposals shall strictly conform to these terms and conditions. The Arc of PA reserves the right to reject any or all proposals and to accept a proposal or portions of a proposal which will, in its opinion, be most advantageous to The Arc of PA and will best serve the public interest, price and other factors considered.

Documents Required for Submission

The following documents must be received on or before **March 9, 2026** at 3:00 PM or if mailed postmarked by **March 9, 2026**

- a. Proposal Form for Specifications
- b. Detailed budget
- c. Notarized & Signed Non-Collusion Affidavit
- d. EDGAR Certifications Addendum including SAMs number
- e. Certificate of Liability Insurance

Withdrawal of Proposals

Prior to opening, providers will be given permission to withdraw any proposal after it has been received by The Arc of PA. With the exception of the provision for withdrawing proposals for the forty-eight (48) hour period following the opening date, no plea of mistakes shall be made available to the bidder and no proposal may be withdrawn before the expiration of the sixty (60) days from the date established for the opening of the proposals. Providers who violate this provision will be declared unsatisfactory for any future bidding.

The Provider agrees that if awarded an order under these specifications, they will indemnify and save harmless The Arc of PA from all suits and actions of every nature brought against them or any of them growing out of any order or orders, written or verbal, entered into between The Arc of PA and the provider

Contract Award:

The Arc of PA reserves the right to renew this contract for five additional years based upon mutual consent of the successful proposer and The Arc of PA. If both parties agree to an extension, a letter of intent to renew will be sent to vendor to secure additional years.

Payments

Invoices shall be sent to The Arc of PA's CFO via email (tgross-fritz@thearcpa.org). Separate invoices shall be rendered upon request. The Arc of PA will issue payment within 30 days of receipt of invoice. If a revised invoice is requested, payment will be

issued within 30 days of receipt of the revised invoice.

A public opening of bids will be held on **March 16, 2026 at 12:30 pm EST** on Zoom. Link is <https://us06web.zoom.us/j/81482262347?pwd=3Qhl0v7KGrChD3cFdbTYfzvoDqAgCB.1>
Meeting ID: 814 8226 2347 Passcode: 334116

Should you have any questions or require clarifications regarding this RFP, please contact Sherri Landis at slandis@thearcpa.org or 717-234-2621, no later than **February 27, 2026**. We look forward to receiving your proposal and partnering with a skilled researcher and/or research organization to evaluate our Include Me Program.

Sincerely,

Sherri Landis, CEO
The Arc of Pennsylvania

BID FORM FOR SPECIFICATIONS

The Arc of Pennsylvania
1007 Mumma Road, Suite 100
Lemoyne, PA 17043

We, the undersigned, herewith propose and agree to furnish to The Arc of PA any one or all of the services that we have priced, at the prices set opposite each item.

The proposal is subject to all the terms of these specifications and we hereby agree to enter into a written contract to furnish such services as may be awarded to us, and to furnish security as these specifications require.

We understand that ARC acts as a whole to reserve the right to reject any or all bids not deemed satisfactory or to select single items from any bid.

The undersigned bidder certifies to having read the "General Terms, Conditions, and Instructions" and offers to furnish the service as specified to Intermediate Unit One in exact accordance with these specifications and conditions at the prices stated.

INDIVIDUAL: _____ (Seal)
Name of Individual trading as (Trade Name)

PARTNERSHIP: _____ (Seal)
Names of Partnership trading as (Name of Partnership)

CORPORATION: _____ (Seal)

Name of Corporation _____

Mailing Address _____

Telephone # _____ Fax # _____ Email _____

Print Name _____

Signature _____

Federal Tax I.D. # _____ State Tax I.D. # _____ UEI# _____

Title of Responsible Officer _____ Date _____

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of: _____ Contract/Bid Title: _____ County of: _____

I state that I am _____
(Name and Title)

of _____
(Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, (Name of my firm) its affiliates,

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____(Name of my firm) understands and acknowledges that the above representations are material and important, and will be relied on by The Arc of PA in awarding the contact/s for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Intermediate Unit One of the true facts relating to the submission of bids for this contract.

Name _____ Company Position

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20_____

Notary Public

My Commission Expires

**EDGAR
CERTIFICATI
ONS
ADDENDUM FOR CONTRACT FUNDED
BY U.S. FEDERAL GRANT**

The following certifications and provisions are required and apply when The Arc of PA expends federal funds for any contract resulting from this procurement process.

Accordingly, the parties agree that the following terms and conditions apply to the Contract between the District and vendor (“Vendor”) in all situations where Vendor has been paid or will be paid with federal funds:

**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II TO 2 CFR PART 200**

(A) Applicant Violation or Breach of Contract terms

Applicant shall promptly correct any errors, omissions or defects in any services at no cost to The Arc of PA. The Arc of PA reserves the right to reject any services reasonably determined by The Arc of PA as containing errors, omissions or defects or otherwise failing to conform to the requirements of the contract documents. If Applicant fails to correct the services within a reasonable time, The Arc of PA, in addition to any other rights or remedies available at law or in equity or pursuant to the contract documents, may correct them and offset the cost of correction against any remaining balance owed to Applicant and Applicant shall reimburse The Arc of PA for any difference that may remain. If The Arc of PA prefers to accept services which are not in accordance with the requirements of the contract documents, The Arc of PA may do so instead of requiring its removal and correction, in which case the contract sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

Duties and obligations imposed by the contract documents and

the rights and remedies available thereunder shall be in addition to and not in limitation of duties, obligations, rights and remedies otherwise imposed or available by law or in equity. No action or failure to act by The Arc of PA or Applicant shall constitute a waiver of a right or duty afforded them under the contract documents, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(B) 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 for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when The arc of PA expends federal funds, The Arc of PA 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 Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(C) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Intermediate Unit One expends federal funds, The Arc of PA reserves the right 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 Vendor in the event

Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Arc of PA also reserves the right to terminate the contract immediately, with written notice to the vendor, for convenience, if The Arc of PA believes, in its sole discretion, that it is in the best interest of The Arc of PA to do so. If the contract is terminated in accordance with this Paragraph, the District shall only be required to pay Applicant for services satisfactorily performed prior to the termination. If the District has paid the Applicant for services not yet provided as of the date of

termination, the Applicant shall immediately refund such payment(s). Any award under this procurement process is not exclusive and The Arc of PA reserves the right to purchase goods and services from other vendors when it is in The Arc of PA's best interest.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(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 subgrants of amounts in excess of \$150,000 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 (G) above, when federal funds are expended by Intermediate Unit One, Vendor certifies that during the term of an award for all contracts by The Arc of PA resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(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 contains 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 (H) above, when federal funds are expended by The Arc of PA, Vendor certifies that during the term of an award for all contracts by The Arc of PA resulting from this procurement process, Vendor 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. The Applicant further agrees to immediately notify the District during the term of

the contract if the Applicant is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(F) 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 certifies 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 takes 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 (I) above, when federal funds are expended by Intermediate Unit One , Vendor certifies that during the term and after the awarded term of an award for all contracts The Arc of PA 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:

(1) 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.

(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 grant 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 covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES Initials of Authorized Representative of Vendor

(G) Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The Applicant shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- f) Requiring any subcontractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e) of this section.

(H) Domestic Preferences

The Applicant should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, when possible in connection with any services provided to the Intermediate Unit One.

(I) General Compliance and Cooperation with Entity

The Applicant agrees it shall make a good faith effort to work with ARC to provide such information and to satisfy such requirements as may apply to the District's purchase of services including, but not limited to, applicable recordkeeping and record retention requirements and contract cost and price analyses required under the Uniform Guidance.

Does vendor agree? YES Initials of Authorized Representative of Vendor