

PEARL RIVER SCHOOL DISTRICT

Marco Pochintesta
Superintendent of Schools

REQUEST FOR PROPOSAL

RFP #: PR-2019-01

DATE OF OPENING: August 2, 2018

TITLE:

Internal Auditor Services

TIME:

11:00 a.m.

To All Providers:

Please submit a sealed proposal for Internal Auditor Services for the Pearl River School District. The District will receive sealed proposals on, or prior to 11 a.m. on August 2, 2018. Proposals received after stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #: PR-2019-01

Title: Internal Auditor Services

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of proposal opening. Alterations to said proposals must be submitted in writing prior to the date of opening. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The Pearl River School District Board of Education reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.



Kathleen Ryan
Purchasing Agent

Provider Name: _____

PEARL RIVER SCHOOL DISTRICT
135 West Crooked Hill Road
Pearl River, NY 10965

REQUEST FOR PROPOSAL- INTERNAL AUDITOR

The Pearl River School District, (hereinafter referred to as the "District"), invites proposals from qualified accountants and accounting firms to perform as the internal auditor (hereinafter referred to as "Auditor") for the 2018-2019 school year.

In accordance with the District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

Description of School District:

The following is a brief description of the District:

- Enrollment: 2,463 pupils K –12
- Number of Employees: approximately 430 employees
- Schools: Pearl River High School, Pearl River Middle School, Evans Park Elementary School, Franklin Avenue Elementary School, Lincoln Avenue Elementary School
- Board of Education: Five (5) member board of education
- Business Office Positions:
 - Assistant Superintendent for Business
 - Treasurer/Supervisor of fiscal Services
 - Business Office Secretarial Assistant
 - Purchasing Clerk
 - Accounts Payable Clerk
 - Payroll Clerk
 - Benefits Clerk
 - Accounts Receivable Clerk

Additional background information may be found at the end of this RFP.

1. Purpose

The District requests proposals from qualified individuals and accounting firms interested in performing the internal audit function for the District beginning on or after September 1, 2018 with annual renewal for additional one year terms upon the approval of the Board of Education. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed the School District's allowable growth factor for that school year.

The internal audit function will be performed to ensure that appropriate internal controls are in place and that they are being performed in accordance with the District's policies, procedures, and to follow relevant regulations promulgated by the State Education Department or State Comptroller's the Office of the State Comptroller.

2. Scope of Services

The District is soliciting the services of qualified accountants or accounting firms to provide the internal audit function for the District. The internal audit function will be performed to provide an assessment of whether (1) the District's financial policies and procedural controls are effective; (2) the financial policies and procedures are operating as intended and; (3) that all expenditures of School District funds are in accordance with laws, regulations, and District policy. It shall include, but not be limited to: program audits, economy and efficiency audits, financial related audits and the like, as deemed necessary by the District and the Board. The scope of the work will be determined based on regulations of the Commissioner with regard to the internal audit function as set forth at 8 NYCRR § 170.12(b) and the terms and conditions of this RFP. The internal audit services are to be performed in accordance with the provisions contained in this RFP and generally accepted auditing standards for internal audits; the standards for auditing contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, or the standards established by the Institute of Internal Auditors and guidelines promulgated by the Department of Audit and Control and Education Department of the State of New York. It may be necessary to coordinate functions or requests for documentation with the external auditor.

The Internal Auditor should be familiar with the legal requirements of the Internal Audit Function and those associated with purchases in a public school environment such as:

- i. Chapter 263 of the Laws of 2005 as it pertains to the Internal Audit Function, along with the regulations adopted by the Board of Regents.
- ii. General Municipal Law Section 103 and the bidding requirements therein.
- iii. Pearl River School District's District Policies, including its policy governing quotations and requests for purchase and services not required to be bid.
- iv. Construction contracts, lease and lease-purchase agreement requirements.
- v. The practice and use of co-operative bidding, county contracts and state OGS contracts
- vi. Professional service and consultant contracts.

The duties to be performed by an individual or firm appointed to perform this function on an as-needed basis, include but are not limited to the following:

- A. Obtain, read and refer to copies of the external auditor's management letter for the past three (3) years.
- B. Obtain, read, and be familiar with Board of Education decisions by reviewing Board of Education minutes and memoranda.

- C. Obtain, read and refer to copies of the District's current Board policies e.g. relative to District finances.
- D. Perform an initial risk assessment of District operations including, but not limited to, a review of School District business policies and procedures, consideration of operational and compliance aspects.
- E. Perform an annual review and update of such risk assessment.
- F. Prepare a draft of an internal audit plan based on findings from the risk assessment, meet with the Audit Committee to review the audit plan and make adjustments to the audit plan as necessary.
- G. Perform Testing and Validation functions:
 - i. Make an independent selection of key controls for testing to assure that controls are appropriate and are effective when applied.
 - ii. Test the design and operating effectiveness of these internal controls to detect deficiencies.
 - iii. Recommend improvements.
- H. Monitor the internal controls of the School District:
 - i. Review any recommendations regarding the internal controls with business office personnel and then report findings to the Board of Education.
 - ii. Based upon the findings, assist the District in the design and implementation of recommended procedures to ensure the operating effectiveness of the internal control environment.
- I. Perform audit procedures designed to identify unusual and/or questionable transactions.
- J. Perform the following duties periodically:
 - i. Review journal entries and wire transfers.
 - ii. Review and test addresses of vendors to ensure their legitimacy.
 - iii. Review School District investments for compliance with NYS Law and collateralization test for compliance with arbitrage constraints.
 - iv. Review and initial the bank reconciliations and treasurer's report.
 - v. Compare the check log maintained by the accounts payable department against the treasurer's report to the Board of Education.
 - vi. Review the revenues of the District comparing outside reports with the treasurer's report, such as tax collections, state and federal aids.
 - vii. Conduct fixed asset verification.
 - viii. Review Extra Classroom Activity Fund Activity and supporting documentation.

- ix. Conduct periodic payroll check verification
 - x. Additional duties as requested by the Board of Education or District Administration
- K. Prepare reports, as professional judgment warrants or the Board directs, but not less than annually. These reports shall:
- i. Identify and analyze significant risks from assessment findings;
 - ii. Recommend changes for strengthening controls and assist the District in reducing identified risks;
 - iii. Specify timeframes for implementation of such recommendations, and;
 - iv. Provide other internal audit services as required by New York State Education Law, the Regulations of the Commissioner of Education, or as deemed necessary by the Board of Education.
- L. Additional Responsibilities of the Auditor include conducting annual, or more frequent if so directed by the Board, testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of the District's operations. These areas include, but are not limited to:
- a) District IT programs and controls
 - b) Certification of Payroll
 - c) Physical Payroll Audit
 - d) Review of the Bank Reconciliations and Treasurer's Report
 - e) Review of Payroll Processes and related controls
 - f) Review Check Signing Procedures and related controls
 - g) Fixed Asset Sampling
 - h) Review of the Fixed Asset Inventory
 - i) Co-curricular/Extracurricular Club Activities
 - j) District Transportation Operations
- M. Report to the Board of Education of the School District.
- N. Preparation of reports, at least annually or more frequently as the Board of Education or its Audit Committee may direct, which identify risks and recommend changes for strengthening controls and reducing risks.
- O. In the event the Auditor believes that fraud and/or theft has been or may have been committed by any District employee, including but not limited to the Superintendent of Schools and the administrative staff, then he or she is to immediately notify the Chairperson of Audit Committee and President of the Board of Education, who in turn will notify the whole Board. The whole Board will then review the information and take appropriate action.

3. Requirements for Submittal of a Proposal

All proposals must be submitted in two (2) parts. Part I must consist of responses to the management and qualifications items. Part II must consist of the complete contract cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Two (2) copies of each proposal must be submitted. One (1) copy must be titled "ORIGINAL" and the other one (1) copies titled "COPY". Each page of the proposal must state the firm submitting the proposal and the page number. All materials submitted in response to this request shall become the property of the District. Proposals must be received no later than 11:00 a.m. on August 2, 2018 at the following address:

Pearl River School District
135 West Crooked Hill Road
Pearl River, New York 10965
Attn: Kathleen Ryan, Purchasing Agent

There is no express or implied obligation for the District to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request.

PART I – Management and Qualifications

In setting forth its qualifications, each individual or firm submitting a proposal shall:

- A. Provide evidence of an individual's credentials and qualifications in the area of claims and internal auditing and if the firm is either a New York State licensed Certified Public Accounting Firm, or a licensed Certified Public Accountant in accordance with the New York State Education Department, Office of the Professions as a partner or officer of the firm.
- B. The firm should include prior or current engagements pursuant to the Amended Single Audit Act and Office of Management and Budget Circular A-133, and work experience in performing the internal audit function for school districts as required by Chapter 263 of the NYS Education Law Section 2116-b. Also, indicate any services to related industry, if applicable. Describe the individual's or firm's experience and expertise focusing on internal controls, providing internal audit services in general, as well as for school districts or related entities.
- C. State the name(s) of the officer(s) and associate(s) in the firm.
- D. State the names and credentials of all partners, associates, and accountants that might be assigned to this engagement and provide their resumes.

- E. Identify the nature of any potential conflict of interest the individual or firm might have in providing these services to the District.
- F. If applicable, provide a copy of the individual's or firm's latest peer review.
- G. Provide any other information that might be beneficial to the District.

The firm should provide an affirmative statement that it is independent of the District.

PART II – Cost

State the hourly rates at which the services of all partners, managers, senior accountants, staff accountants, or other personnel would be provided to the District. In addition, state which partners and/or staff are expected to perform the services. Please include:

- A. For each partner, manager, or staff whose resume is provided, the regular hourly rate and the hourly rate you are quoting.
- B. For each work plan item, include the estimated number of hours for each employee type.
- C. The total annual fee for the above-described services and an hourly rate for any items beyond the scope of these services.

4. Proposal Submission

Proposals must be clearly labeled and submitted to Kathleen Ryan, Purchasing Agent, no later than 11:00 a.m. on August 2, 2018. Proposals submitted after that time and date will not be considered and will be returned to the submitter unopened.

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

5. Evaluation Procedures

A. Review of Proposals

The District will review qualifications of the proposals.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

- Auditing experience of staff assigned to engagement
- Knowledge and experience of New York State School District Regulations
- Ability to respond quickly to issues that may arise
- Audit approach, type of program, and time frame
- Professional fees

C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the firm selected. The District reserves the right, without prejudice, to reject any or all proposals.

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the District to do so. The District may select as the successful proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful claims auditor.

D. Term of Contract/Form of Contract

Contract Period: September 1, 2018 through June 30, 2019. This contract shall be for ten months, with the option to renew for additional one year periods, upon approval of the Board of Education for each year, at its sole discretion. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed the School District's allowable growth factor for that school year.

The successful proposer will be required to execute the Agreement annexed hereto as Exhibit A.

By submission of a proposal, the proposer understands and agrees that the terms and conditions set forth in the within Request for Proposals shall be incorporated into the form of agreement between the Board of Education and the successful proposer.

E. Financial Statement

Upon request of the District, a proposer shall submit its most recent financial statement. The District reserves the right to use third party companies to verify financial information provided.

F. Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, **"THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."** The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

ADDITIONAL INFORMATION FOR THE INTERNAL AUDITOR PROPOSAL

RFP Inquiries: Any question submitted by an individual or firm regarding this RFP must be directed, in writing, to Kathleen Ryan, Purchasing Agent, no later than five (5) days prior to the deadline for submission of proposals. Written response, together with original inquiry, will be forwarded to all individuals or firms receiving this RFP.

Accounting Funds:

- General Fund
- Special Aid Fund
- School Lunch Fund
- Debit Service Fund
- Capital Fund
- Trust & Agency Funds
- Expendable Trust Fund
- Extra Classroom Activity Fund

Checks Processed: Approximately 4,400 accounts payable vouchers and checks are processed annually.

Payroll Checks: Payroll is processed 26 times per year.

Purchasing: Approximately 2,600 purchase orders annually.

Budget: General Fund Budget for the 2018-2019 School Year is \$68,078,176

Current Auditing: Claims Auditor
External Auditor

Financial Software: WinCap

NAME & ADDRESS OF PROPOSER:

(please print)

FEDERAL EMPLOYEE ID #

TELEPHONE NUMBER:

() _____

FAX NUMBER

() _____

EMAIL ADDRESS

SIGNATURE & TITLE

(signature)

(please print name)

Date

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.

NON-COLLUSIVE FORM
PROPOSAL CERTIFICATIONS

Firm Name _____

Business Address _____

Telephone Number _____

Date of Proposal _____

I. General Proposal Certification

The proposer certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Request for Proposals.

II. Non-Collusive Proposal Certification

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966. By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

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

Non-collusive proposal certification.

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

official thereof to which the proposal is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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

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

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

Signature of Proposer: _____

Title: _____

Sworn to before me this
_____ day of _____, 2018

NOTARY PUBLIC

PEARL RIVER SCHOOL DISTRICT

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

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

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

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

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

SIGNED

SWORN to before me this
____ day of _____, 2018

NOTARY PUBLIC

**PEARL RIVER SCHOOL DISTRICT
DECLARATION OF PROPOSER'S INABILITY TO PROVIDE
CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

Proposers shall complete this form if they cannot certify that the proposer /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.

Name of the Proposer: _____

Address of Proposer: _____

Has proposer been involved in investment activities in Iran? _____

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate)

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012? _____

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? _____

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she
is the _____ of the _____
Corporation and the foregoing is true and accurate.

SWORN to before me this _____

_____ day of _____, 2018

NOTARY PUBLIC

PEARL RIVER SCHOOL DISTRICT
CONFLICT OF INTEREST CERTIFICATION

Name of Contractor _____

Business Address _____

Telephone Number _____

The Contractor above mentioned declares and certifies:

- First That the said Contractor is of lawful age and the only one interested in this bid, and that no one other than said Contractor has any interest herein.
- Second That this bid is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
- Third That no member of the Board of Education of the Pearl River School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
- Fourth That said vendor has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, of successful in this bid, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
- Fifth That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.
- Sixth The non-collusive bidding certification applies to this bid.

Sworn to before me this _____

_____ day of _____ 2018

NOTARY PUBLIC

**PEARL RIVER SCHOOL DISTRICT
DISCLOSURE FORM**

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

Name

Title

1. Does any Pearl River School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

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

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

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

Firm:

Signature:

Print Name:

Title:

Date:
