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Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
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November 9, 2017

The NH Department of Education seeks an individual to assist with the development and maintenance of the Educator Information System (EIS)

The NH Department of Education is seeking an individual to assist with the maintenance and enhancement of the Educator Information System (EIS). The EIS is a web based system designed to house certification data, manage educator certificates, collect educator assignments, receive recommendations for certification from educator preparation programs, interface with a third party payment provider to accept online credit card transactions, receive incoming electronic data from the NASDTEC clearinghouse, and import test data from assessment companies. The database contains information that can be utilized to inform policy regarding educator workforce development. Work is to be performed according to a deliverable-based project schedule for approximately ten hours per week.

DEADLINE FOR RECEIPT OF PROPOSALS

Applications due: 4:00pm, Monday, December 4, 2017

The following table provides a Schedule of Events for this RFP through contract finalization and Notice to Proceed. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

EVENT	DATE	LOCAL TIME
RFP Released to Proposers (Advertisement)	11/14/17	
Proposer Inquiry Period Ends	11/30/17	4:00 PM
Final Agency Responses to Proposer Inquiries	12/01/17	4:00 PM
Proposers Submit Proposals	12/05/17	4:00 PM
Estimate Timeframe for Proposer Oral Presentations and Interviews (if applicable)	12/19/17	4:00 PM
Estimated Notification of Selection and Begin Contract Negotiations	1/12/18	4:00 PM

PROPOSAL INQUIRIES & SUBMISSION

Questions regarding this Request for Proposals (RFP) and Submission of Proposals should include applicant fax number and/or email.

Direct questions to:	Direct proposal to:
Caitlin Davis, Division Director Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-8709 Phone: (603) 271-3844 Email: Caitlin.Davis@doe.nh.gov	Jane Levesque Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-8709 Phone: (603) 271-3749 Email: Jane.Levesque@doe.nh.gov

CONTRACT PERIOD

From the date of approval by Governor and Council through June 30, 2019.

PURPOSE

The contractor will assist the NH Department of Education's Educator Information System (EIS) management team with development and update of the EIS application including design modifications, implementation, testing, and configuration management. The basic infrastructure for this system is already developed but continues to need improvements for optimum workflow and efficiency. Additionally, changes in laws and regulations require ongoing adaptations. Improved functionality and ease of use expands the data quality within this system and increases the accuracy of data and reports used to inform policy decisions.

I. BACKGROUND INFORMATION

The Bureau of Credentialing contracted with Hupp Technologies to develop and implement an Education Information System (EIS). The web based .NET application is a citizen-centric application that allows on-line application and processing by educators, school districts, institutes of higher education, as well as department personnel. The system interfaces with a single sign on component, myNHDOE, that enables the department and school personnel to manage access to department applications.

The EIS improves the state's ability to evaluate applications and issue credentials, ensure all educators are qualified for their teaching assignments, allow payments for certification applications and certification renewals with credit card processing, provide opportunities to analyze the recruitment and retention of educators and to integrate with the i4see (Initiative for School Empowerment & Excellence) systems to support the districts' ability to access data for school improvement. The project has been driven through a collaboration of internal staff and technology resources with external resources being brought in as needed.

As we continue with implementation of the EIS, the Department of Education seeks development services to help ensure the system is operating effectively, efficiently, and being modified as

needed to accommodate policy changes. The contractor will assist the Department of Education staff in identifying solutions to optimize the appearance of the web pages and the functionality of processes used to manage certification. The contractor will help ensure the design modifications provide an effective solution for the Department of Education.

II. REQUIREMENTS/ELIGIBILITY

A successful applicant will be familiar with educator credentialing and technology solutions for managing an educator information software application and database. Applicants should have deep content skills with regards to the technologies and business functions related to this project. Applicants need familiarity with the functionality of the EIS developed by Hupp Technologies. The contractor will understand the types of data collected through this system and the organizational design necessary to extract a variety of reports.

III. SERVICES TO BE PROVIDED

Assist the NH Educator Information System (EIS) team with development and implementation of the EIS application including design, development, testing, and configuration management.

Work with certification staff to understand business requirements while reviewing and repairing system errors that have been identified in our issues log.

Document changes to the system to guide technology releases and to support knowledge for the end-user.

Attend weekly status meetings using an online meeting platform.

Utilize the state of New Hampshire VPN/secure network internet access for communicating with the NH Department of Education's hardware.

Work collaboratively with programmer(s) from Hupp Technologies, state DoIT developers and data base administrators, and other project team members.

Adhere to the policies outlined in the NH Department of Education's Technology Use Policy. The vendor shall not store confidential data on non-State systems.

Utilize secure techniques that adhere to Payment Card Industry compliance standards.

IV. GRANT APPLICATION REQUIREMENTS

Applicants for the EIS software development RFP must provide the following information, not to exceed 5 pages, double-spaced, with font not smaller than 12 points:

1. a completed and signed Cover Sheet;
2. a concise abstract of your experiences that explain the background you would bring to the role of EIS software developer;
3. a description of the services that you could provide as the;

4. time available (hours, days of the week);
5. a budget based on a per hour cost (hourly rate should include expenses and travel cost – you will not be able to bill separately for travel costs.); and
6. a current resume with at least two (2) references.

Candidates may submit their proposal indicating a maximum number of available days of service during the contract period.

V. PROPOSAL SUBMISSION AND REVIEW

Bid Procedures

1. To be considered for funding, an original and two identical copies of a formal proposal must be sent or delivered to *Jane Levesque*, by the deadline specified in this RFP. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

Proposals submitted in response to this RFP must be received by the Department of Education no later than the time and date specified in the Schedule of Events section, herein. Proposals may be submitted by U.S. Mail or Delivery Service. Proposals must be addressed to:

State of New Hampshire
Department of Education
c/o
Jane Levesque

Proposals must be clearly marked as follows:

STATE OF NEW HAMPSHIRE
RESPONSE TO RFP 2017-2018
EIS Software Development RFP

Unless waived as a non-material deviation in accordance with Section 6B, late submissions will not be accepted and will be returned to the proposers unopened. Delivery of the Proposals shall be at the Proposer's expense. The time of receipt shall be considered when a Proposal has been officially documented by the Agency, in accordance with its established policies, as having been received at the location designated above. The Agency accepts no responsibility for mislabeled mail or mail that is not delivered or undeliverable for whatever reason. Any damage that may occur due to shipping shall be the Proposer's responsibility.

All Proposals submitted in response to this RFP must consist of at least:

- a) One (1) original and 3 clearly identified copies of the Proposal, including all required attachments;

A. Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Points of Contact:

TO: Jane.Levesque@doe.nh.gov

CC: Caitlin.Davis@doe.nh.gov

Inquiries must be received by the Agency's RFP Points of Contact no later than the conclusion of the Proposer Inquiry Period (see Schedule of Events section, herein). Inquiries received later than the conclusion of the Proposer Inquiry Period shall not be considered properly submitted and may not be considered.

The Agency intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule of Events section, herein; however, this date is subject to change at the Agency's discretion. The Agency may consolidate and/or paraphrase questions for sufficiency and clarity. The Agency may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

B. Restriction of Contact with Agency Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Agency regarding this RFP is forbidden unless first approved by the RFP Points of Contact listed in the Proposal Inquiries section, herein. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Points of Contact.

C. Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

2. Proposals shall be submitted to:

Jane Levesque
Department of Education
101 Pleasant Street
Concord, New Hampshire
Fax: (603) 271-8709
Phone: (603) 271-3749
Email: Jane.Levesque@doe.nh.gov

3. Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. A review panel will evaluate applications according to application requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

- a. (zero to 45 points) a concise abstract of your experiences that explain the background you would bring to the role of i4see contractor;
- b. (zero to 30 points) a description of the services that you could provide as an EIS software developer; and
- c. (zero to 25 points) an itemized budget of cost per hour times the number of hours of contracted service to be provided.

4. In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, a page limit has been established for the proposal (see Section IV). However the bidder's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

5. Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see Attachment B).

A. Planned Evaluations

The Agency plans to use the following process:

- Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Preliminary evaluation of the Proposals;
- Final Evaluation of Proposals and scoring;
- Select the highest scoring Proposer and begin contract negotiation.

B. Initial Screening

The Agency will conduct an initial screening step to verify Proposer compliance with the technical submission requirements set forth in the RFP and the minimum content set forth in Section 5 of this RFP. The Agency may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the State.

C. Preliminary Technical Scoring of Proposals

The Agency will establish an evaluation team to initially score the Technical Proposals. This evaluation team will review the technical proposals and give a preliminary score to the technical proposals under the guidelines set forth in Sections 5 and 6. Should a Proposer fail to achieve 70 points in the preliminary scoring, it will receive no further consideration from the evaluation team.

D. Oral Interviews and Product Demonstrations

If the Agency determines that it is appropriate, proposers may be invited to oral interviews and/or product demonstrations. The Agency retains the sole discretion to determine whether to conduct oral interviews and how many interviews to conduct. Proposers are advised that the Agency may decide to conduct interviews with less than all responsive proposers.

The purpose of oral interviews and product demonstrations is to clarify and expound upon information provided in the written Proposals. Proposers are prohibited from altering the basic substance of their Proposals during the oral interviews and product demonstrations. The Agency may ask the Proposer to provide written clarifications of elements in their Technical Proposal regardless of whether it intends to conduct Oral Interviews. Information gained from oral interviews and product demonstrations will be used to refine technical review scores assigned from the initial review of the Proposals.

E. Final Technical Scoring of Proposals

Following Oral Interviews, Product Demonstrations, Reference Checks (if appropriate) and/or review of written clarifications of proposals requested by the Agency, the evaluation team will determine a final score for each Technical Proposal.

F. Price Proposal Review

Proposers are advised that this **is not a low bid award** and that the scoring of the price proposal will be combined with the scoring of the technical proposal to determine the overall highest scoring Proposer.

Notification: It is the Department's intent to act promptly. Following review, the eligible applicants will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

VI. Timeline

Individual contracts exceeding \$2,500 require Governor and Council approval. It is anticipated that the effective date for the contract will be upon passage by the Governor and Council. The contract will extend through June 30, 2019.

VII. Limitation on Price

1. The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided.
2. The current estimated amount to be budgeted by the State of New Hampshire to fund these services is not to exceed \$75,000 in through June 30, 2019. Note that budgeted funding levels can change based upon budget availability and project need.

VIII. Terms and Conditions

1. Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.

A. Standard Contract Terms

The Agency will require the successful bidder to execute a Firm Fixed Price/Not to Exceed \$75,000 Contract using the Standard Terms and Conditions of the State of New Hampshire which is attached as Appendix A. The Term of the Contract will be for no longer than 2 years from the date of approval. The contract term may be extended by an additional term of 2 years at the sole option of the State, subject to the parties' prior written agreement on terms and applicable fees for each extended term. The Agency may consider modifications of this form

during negotiations. To the extent that a Proposer believes that exceptions to the standard form contract will be necessary for the proposer to enter into the Agreement, the Proposer should note those issues during the Proposer inquiry period. The Agency will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the Agency accepts a Proposer's exception the Agency will, at the conclusion of the inquiry period, provide notice to all potential proposers of the exceptions which have been accepted and indicate that exception is available to all potential proposers. Any exceptions to the standard form contract that are not raised during the proposer inquiry period are waived. In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

2. In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.

3. Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.

4. The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

5. The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

6. The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.

G. Final Selection

The Agency will conduct a final selection based on the final evaluation of the initial proposals or, if requested, as a result of the Best and Final Offer and begin contract negotiations with the selected Proposer.

H. Rights of the Agency in Accepting and Evaluating Proposals

The Agency reserves the right to:

- Make independent investigations in evaluating Proposals;
- Request additional information to clarify elements of a Proposal;
- Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
- Omit any planned evaluation step if, in the Agency's view, the step is not needed;
- At its sole discretion, reject any and all Proposals at any time; and

- Open contract discussions with the second highest scoring Proposer and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring Proposer(s).

Terms and Conditions Related To The RFP Process

A. RFP Addendum

The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

B. Non-Collusion

The Proposer's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and Work quoted have been established without collusion with other Proposers and without effort to preclude the Agency from obtaining the best possible competitive Proposal.

C. Property of the Agency

All material received in response to this RFP shall become the property of the State and will not be returned to the proposer. Upon Contract award, the State reserves the right to use any information presented in any Proposal.

D. Confidentiality of a Proposal

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than to the Agency will be grounds for disqualification.

E. Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to Governor & Executive Council pursuant to this RFP, the Agency will post the name, rank or score of each proposer. In the event that the contract does not require Governor & Executive Council approval, the Agency shall disclose the rank or score of the Proposals at least 5 business days before final approval of the contract.

The content of each Proposer's Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Agency will determine the information

it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential. If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency's notice without any liability to the Proposers.

F. Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a Contract. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

G. Proposal Preparation Cost

By submitting a Proposal, a Proposer agrees that in no event shall the Agency be either responsible for or held liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

H. Ethical Requirements

From the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

I. Challenges on Form or Process of the RFP

Any challenges regarding the validity or legality of the form and procedures of this RFP, including but not limited to the evaluation and scoring of Proposals, shall be brought to the attention of the Agency at least five (5) business days prior to the Proposal Submission Deadline. By submitting a proposal, the Proposer is deemed to have waived any challenges to the form or procedures set forth in this RFP.

12. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and approval of the contract by Governor and Council. In no event shall the State be liable for any payments in excess of such available appropriated and approved funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

13. When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

14. The Department expects to award a contract to one or more successful bidders.

IX. Terms and Conditions – for full time Local Education Agency Employees

Full time employees of a school district shall work out a mutual signed agreement with their administration to serve as an EIS software developer.

X. Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Director of the Division of Program Support at the Department of Education. The Division Director will then make the final selection based upon the evaluation team ratings. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

XI. Tentative Work Schedule

Selected contractors will be notified by January 12, 2018. The contracting officer at the Department of Education will work with the successful bidders to prepare a contract for submission to the Governor and Council.

XII. Further Information

See contact information above.

XIII. Vendor Service Evaluation

The work of the vendor(s) will be evaluated to ensure the services are effectively completed. The vendor(s) should keep a log of the work performed under the contract and report to the department on a bi-weekly basis. The log should include the schools/districts supported as well as the type of support provided. The vendor should summarize this log and provide projections of additional training needs based upon their contact with schools and districts.

COVER SHEET
EIS Software Developer RFP

(COMPLETE ALL THAT APPLIES)

APPLICANT:

PROJECT TITLE:

PROJECT DIRECTOR:

NAME:

TITLE:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

AMOUNT OF FUNDS REQUESTED:

\$

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Person
Submitting

Title

Signature of Person Submitting

Date

DOE June 1, 2005

STATE OF NEW HAMPSHIRE

ALTERNATE W-9 FORM

PAYER'S REQUEST FOR TAX PAYER IDENTIFICATION AND CERTIFICATION

PLEASE USE THIS FORM TO PROVIDE THE REQUESTED INFORMATION

Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the State whether or not you are required to file tax returns. If this number is not provided you may be subject a 31% withholding on each payment made to you . To avoid this 31% withholding & to ensure the accurate tax information is reported to the IRS, A RESPONSE IS REQUIRED.

If a service provider is part of a GROUP PRACTICE, it is the group name & TIN which is required on the Alternate W-9. If the service provider is a SOLE PROPRIETOR, it is the individual name & TIN which is required on this Alternate W-9.

NAME _____

ADDN'T OR D.B.A. NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TAXPAYER IDENTIFICATION NUMBER INFORMATION

Please indicate what the number below is - CHECK ONLY ONE:

___ EMPLOYER IDENTIFICATION NUMBER OR ___ SOCIAL SECURITY NUMBER

NUMBER USED ON IRS TAX RETURN _____
(This number must be the one assigned to the name given above)

DESIGNATION - Select ALL that best describes your business. For more information see the letter enclosed with this form.

- ___ Corporation ___ Individual ___ Estate or Trust
___ Government (Federal/State/Local) ___ Sole Proprietor ___ Rental
___ Rental Agency ___ Partnership ___ Emt Exams
___ Non-Profit (attach copy of exemption)

List the principal type of service, product, or other provided: _____

Under penalty of perjury, I declare that the information provided is true, correct and complete, to the best of my knowledge and belief.

NAME & TITLE (print or type) _____

SIGNATURE _____ DATE _____

TELEPHONE # _____

INSTRUCTIONS FOR COMPLETING ALTERNATE W-9

Please complete ALL sections of the form. If any section is left blank, the form will be returned and payment to you may be delayed. Please complete the name and address portion of the form as you wish to have payments made.

NAME

This is the name to whom checks will be made payable. It must be the name that matches the taxpayer identification number on the form.

ADDRESS and CITY/STATE/ZIP

This is the address to which checks will be mailed.

SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER

This is used to indicate what type of number is being used as the taxpayer identification number. Check **one** box only to indicate what type the taxpayer identification number is.

NUMBER USED ON IRS TAX RETURN

This number should be that which is assigned to the named indicated on the form. Be sure to fill in all 9 digits.

DESIGNATION

Please select the designation which best describes your business. The following is a brief description of each:

- Corporation: You are incorporated.
- Government: You are federal/state/local government agency.
- Non-Profit: You are a non-profit agency. You will need to supply a copy of your tax exemption.
- Rental Agency: You would check there.
- Estate or Trust: You would need to list trustees.
- Rental: You will have to let us know if you are Sole Proprietor or Individual.

TYPE OF SERVICES

List the type of services or goods that you provide. The following is a brief description of each.

- Services: Child Care, tutoring, tuition, fees, rental, counseling, case management, transportation, etc.
- Goods: Books, supplies uniforms, tools of the trade etc.

MISCELLANEOUS

Please complete the form by printing or typing in your name and title (if applicable), signature, date, and telephone number where you may be reached during the week day. This information should be accurate and readable in the event that we need to contact you for clarification or additional information.

Remember, if you need any assistance in completing the form or have any questions, call the number in the letter.