



DALTON PUBLIC SCHOOLS

21st Century Community Learning Center Programs

Cat City

Cat University

Kid City

REQUEST FOR PROPOSAL

FOR

FY23 External Evaluator RFP

RFP NUMBER (FY23 External Evaluator RFP)

ISSUED 08/02/22

Request for Proposal

To: All Proposers

The Dalton Public School System invites you to submit a proposal for external evaluator for 2022-23 for Dalton Public Schools (see specifications) in Dalton, Georgia. Proposed evaluator shall remain effective through September 30, 2023, with the option to renew up to 4 subsequent years.

Responses to this request shall be submitted in an envelope marked “**FY23 External Evaluator RFP**” prior to 1:00 PM, September 12, 2022. Proposals may be mailed to the Dalton Public School System, PO Box 1408, Dalton, GA 30270 **OR** In Person to the 3rd floor of City Hall, 300 West Waugh Street, Dalton, GA 30720 **OR** Electronically – Subject Line – 21st CCLC RFP Evaluator Submission, to Caroline.Woodason@dalton.k12.ga.us

Proposals will be opened at the Dalton City Schools Curriculum Library, 3rd Floor, City Hall, 300 West Waugh Street, Dalton, GA 30720 on **09/12/2022 at 1PM**. (No awards of any kind are made at the time of RFP opening.)

Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Dalton Public School System reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire RFP to one vendor, whichever is in the best interest of the Dalton Public School System.

Any questions concerning this RFP may be forwarded to:

Caroline.Woodason@dalton.k12.ga.us

Schedule

Publish Tuesday, August 16th

Questions or requests for appropriate information must be submitted by Friday, September 2, 2022

Request for proposal are due by Monday, September 12, 2022 before 1:00 PM

Interviews, if needed Wednesday, September 14, 2022

Selection determination, no later than – Friday, September 16, 2022

Your interest and participation are solicited and appreciated.

Sincerely,

Caroline Woodason
Director of School Support

Cat City and Cat University – PRIMARY GOALS

*Both programs have the same goals and objectives.

Goal 1: (*Student Achievement*) Prepare students to be successful by providing additional engaging opportunities and experiences through academic support, STEM activities, Fine Arts programs, and College and Career Readiness in a diverse learning environment.

Objective 1.1: At least 50% of regularly participating students (30 or more days within the year) will demonstrate an increased observed growth in the Informational text domain, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.

Objective 1.2: At least 50% of regularly participating students (30 or more days within the year) will demonstrate an increased observed growth in the Operations and Algebraic Thinking domain, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.

Goal 2: (*Youth Development*) Promote Growth Mindset concepts and personal responsibility for behavior and SMART Goal setting through character development and mentorship.

Objective 2.1: At least 55% of regularly participating students (30 or more days within the year) will report an increased understanding of life and employability skills.

Objective 2.2: At least 55% of regularly participating students (30 or more days within the year) will report an increase in health and wellness activities.

Goal 3: (*Family Engagement*) Partner with parents/guardians and provide them with opportunities and experiences to learn with their students, as well as provide educational opportunities to positively impact their quality of life.

Objective 3.1: At least 55% of adult family members will report learning at least one new skill or concept through the program.

Objective 3.2: At least 55% of parents/guardians will attend two or more family events throughout the school year (including Summer).

Cat City and Cat University Goals, Objectives, Tools, Activities and Timeframe Table

Goal	Objective	Measurement	Activities	Timeframe
Student Academic Achievement	At least 50% of regularly participating students (30 or more days within the year) will demonstrate an increased observed growth in the Informational text domain, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.	<ul style="list-style-type: none"> • MAP Assessment Data • Reading Inventories • Reading Log • Homework completion form 	Homework Assistance	Daily throughout school year
			Sustained Silent Reading	Daily throughout school year
			Authentic Reading and Book Club	Bi-weekly throughout school year and in summer
			Literacy Enrichment Activities	Daily throughout school year
	At least 50% of regularly participating students (30 or more days within the year) will demonstrate an increased observed growth in the Operations and Algebraic Thinking domain, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.	<ul style="list-style-type: none"> • MAP Assessment Data • Benchmark data • Homework completion form 	Homework Assistance	Daily throughout the year
			GA DOE Math Tasks	Bi-weekly throughout school year
			STEM Enrichment Activities/Clubs	Quarterly once a week throughout school year
			Illustrative Math	Bi-weekly throughout summer
SAT/ACT Prep		Bi-weekly		
Youth Development	At least 55% of regularly participating students (30 or more days within the year) will report an increased understanding of their life and employability skills	<ul style="list-style-type: none"> • Pre/Post Assessments • Surveys 	<ul style="list-style-type: none"> • Character education lessons • Goal setting instruction • Career education 	Daily throughout school year and summer
	At least 55% of regularly participating students (30 or more days within the year) will report an increase in health and wellness activity	<ul style="list-style-type: none"> • Student surveys • Parent surveys 	<ul style="list-style-type: none"> • Fitness • Yoga and Mindfulness • Soccer Club • School Sports 	Weekly throughout the year

Family Engagement	At least 55% of adult family members will report learning at least one new skill or concept through the program.	<ul style="list-style-type: none"> • Parent Surveys • Literacy Night attendance 	Adult Education	Once a semester
	At least 55% of parents/guardians will attend two or more family events throughout the school year (including Summer).	<ul style="list-style-type: none"> • Parent evaluations • Parent survey 	Parent Talks	Twice a semester throughout the school year
			Computer and Digital Citizenship lessons	Once a semester throughout school year
			Family Nights	Once a quarter throughout the school year
			Adult Education	Weekly or monthly

Kid City Program – PRIMARY GOALS

Goal 1: (Student Achievement) Prepare students to be successful by providing additional engaging opportunities and experiences through academic support, STEM activities, Fine Arts programs, and College and Career Readiness in a diverse learning environment.

Objective 1.1: At least 50% of regularly participating students (30 or more days within the year) will meet their projected growth based on their MAP Assessment RIT Score in Reading, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.

Objective 1.2: At least 50% of regularly participating students (30 or more days within the year) will meet their projected growth based on their MAP Assessment RIT Score in Math, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.

Goal 2: (Youth Development) Promote Growth Mindset concepts and personal responsibility for behavior and SMART Goal setting through character development and mentorship.

Objective 2.1: At least 55% of regularly participating students (30 or more days within the year) will develop a SMART plan for their future

Objective 2.2: At least 55% of regularly participating students (30 or more days within the year) will report an increase in participation in healthy activities as compared to baseline survey data at the beginning of the program

Goal 3: (Family Engagement) Partner with parents/guardians and provide them with opportunities and experiences to learn with their students, as well as provide educational opportunities to positively impact their quality of life.

Objective 3.1: At least 55% of participating parents/guardians will report an increased amount of time learning new educational concepts with their child through semester administered parent surveys compared to baseline data from the same survey administered at the start of each year of the program.

Objective 3.2: At least 55% of parents will complete a minimum of three hours per semester of family engagement opportunities

Kid City Goals, Objectives, Tools, Activities and Timeframe Table

Goals	Measurable Objectives	Measurement Tools	Activities	Timeframe
1) Prepare students to be successful by providing additional engaging opportunities and experiences through academic support, STEM activities, Fine Arts programs, and College and Career Readiness in a diverse learning environment.	<p>1.1) Objective 1.1: At least 50% of regularly participating students (30 or more days within the year) will meet their projected growth based on their MAP Assessment RIT Score in Reading, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.</p> <p>1.2) Objective 1.2: At least 50% of regularly participating students (30 or more days within the year) will meet their projected growth based on their MAP Assessment RIT Score in Math, which will be measured using the MAP assessment data at the beginning, middle, and end of the school year.</p>	<p>1.1) • MAP Assessment Data • Reading Inventories • Reading Log • Reading Benchmark Data • Homework Completion Form • Edgenuity Literacy Lessons</p> <p>1.2) • Map Assessment Data • NZ Math Gloss Benchmark data • Homework completion form • Edgenuity Math Lessons</p>	<p>1.1.1) Homework Assistance</p> <p>1.1.2) Sustained Silent Reading</p> <p>1.1.3) Individualized reading intervention</p> <p>1.1.4) Literacy Enrichment Activities</p> <p>1.1.5) Leveled Literacy Intervention</p> <p>1.2.1) Homework Assistance</p> <p>1.2.2) NZ Math Activities</p> <p>1.2.3) Edgenuity Individualized Lessons</p> <p>1.2.4) STEM Enrichment Activities</p> <p>1.2.5) Hands2Mind</p> <p>1.2.6) STEM Summer Camp</p>	<p>1.1.1) Daily throughout school year</p> <p>1.1.2) Bi-weekly throughout school year</p> <p>1.1.3) Bi-weekly throughout school year and in summer</p> <p>1.1.4) Quarterly once a week throughout school year</p> <p>1.1.5) Bi-weekly throughout summer</p> <p>1.2.1) Daily throughout school year</p> <p>1.2.2) Bi-weekly throughout school year</p> <p>1.2.3) Bi-weekly throughout school year</p> <p>1.2.4) Quarterly once a week throughout school year</p> <p>1.2.5) Bi-weekly throughout summer</p> <p>1.2.6) One week during summer (July)</p>
2) Promote Growth Mindset concepts and personal responsibility for behavior and SMART Goal setting through character development and mentorship.	<p>2.1) Objective 2.1: At least 55% of regularly participating students (30 or more days within the year) will develop a SMART plan for their future</p> <p>2.2) Objective 2.2: At least 55% of regularly participating students (30 or more days within the year) will report an increase in participation in healthy activities as compared to baseline survey data at the beginning of the program</p> <p>2.3)</p>	<p>2.1) • MAP Student Goal Sheets • Pre/Post MAP Assessment Data • Surveys</p> <p>2.2) • Student surveys • Exercise logs</p> <p>2.3)</p>	<p>2.1.1) Character education lessons</p> <p>2.1.2) Goal setting instruction</p> <p>2.1.3) Career education</p> <p>2.2.1) Fitness Activities and Instruction</p> <p>2.2.2) Recipes for Success</p> <p>2.2.3)</p> <p>2.3.1)</p> <p>2.3.2)</p>	<p>2.1.1) Daily throughout school year and summer</p> <p>2.1.2) Monthly throughout school year</p> <p>2.1.3) Quarterly once a week throughout the school year</p> <p>2.2.1) Bi-weekly</p> <p>2.2.2) Quarterly once a week throughout the school year</p> <p>2.2.3)</p> <p>2.3.1)</p> <p>2.3.2)</p>
3) Partner with parents/guardians and provide them with opportunities and experiences to learn with their students, as well as provide educational opportunities to positively impact their quality of life.	<p>3.1) Objective 3.1: At least 55% of participating parents/guardians will report an increased amount of time learning new educational concepts with their child through semester administered parent surveys compared to baseline data from the same survey administered at the start of each year of the program.</p> <p>3.2) Objective 3.2: At least 55% of parents will complete a minimum of three hours per semester of family engagement opportunities</p>	<p>3.1) • Parent Surveys • Literacy Night attendance • Literacy Night Surveys</p> <p>3.2) • Parent evaluations • Parent sign-in sheets • Parent survey</p>	<p>3.1.1) Learning Academy</p> <p>3.1.2) Family Nights</p> <p>3.1.3) Adult Education</p> <p>3.2.1) Learning Academy</p> <p>3.2.2) Family Nights</p> <p>3.2.3) Adult Education</p> <p>3.2.4) Family Dinners</p>	<p>3.1.1) Once a semester</p> <p>3.1.2) Once a quarter per semester</p> <p>3.1.3) Monthly</p> <p>3.2.1) Once a semester</p> <p>3.2.2) Once a quarter per semester</p> <p>3.2.3) Monthly</p> <p>3.2.4) Bi-weekly</p>

Dalton Public Schools 21st CCLC Programs Purpose

Dalton Public Schools seeks an external evaluator to conduct the ongoing evaluation component of the programs. An external evaluator is an individual, agency, or organization, with **no** vested interest in the 21st CCLC programs. This requirement excludes the original application writer(s); family members of applicants, participants, and partners; employees of applicant; and the applicant's partners. Contracts with external evaluators must be limited to an individual fiscal year with renewal options for each subsequent year of the grant term, not to exceed five years. **The amount to be paid to the evaluator from grant funds cannot exceed 3% of the annual grant award amount of \$262,416 (Cat City Grant Award), \$179,693 (Cat University Grant Award), and \$289,744.20 (Kid City year 4 grant amount).**

The evaluator must provide a detailed explanation as to how it will implement an evaluation plan for continuously assessing progress towards meeting each of the proposed objectives and revising and strengthening the program based upon the continuous assessments. The plan must be based on established performance measures previously identified in the *Goals, Objectives, Activities, and Timeframe* table. Importantly, the district is responsible for providing access to the data necessary to analyze its objectives, including such factors as the detailed methods anticipated for data collection and the proposed timeline for collecting data to establish continuous and overall assessment of objective progress. Finally, the evaluator must explain how it will make the results of its evaluation available to its stakeholders periodically and to the public upon request.

Dalton Public Schools will hire an evaluator using the American Evaluation Association's (AEA) online database to locate a qualified AEA member. We will seek out an evaluator who holds at least a master's degree in evaluation or an evaluation-related field. The evaluator must have at least five years of evaluation experience with a preferred one year of experience evaluating K-12 education programs. The evaluator must have experience in the areas of evaluation design, data collection, and data analysis. Because of our unique population, we will also seek out an evaluator who has experience with bilingual evaluation. By contracting with a third-party vendor, DPS ensures that the evaluator has no stake in the proposed 21st CCLC program.

Overall Evaluation Plan

DPS will work closely with the evaluation team to design an evaluation plan using verified measurement tools to formatively and summatively assess our progress towards meeting the goals and objectives of this program. All formative evaluations will contain recommendations for program improvement. The Program Director will be responsible for incorporating the suggested changes. The independent evaluation will use a mixed-methods approach, including achievement data, participation data, and surveys and in-person interviews (one-on-one and group) with participants and relevant stakeholders (family members, teachers, staff, and advisory council members) to ensure the evaluation is comprehensive and statistically significant.

DPS will help design an evaluation plan that will generate the data necessary to address the GADOE 21st CCLC evaluation and reporting requirements, as well as provide local evaluation data to continuously assess the program's goals and measurable objectives and use these findings to revise and strengthen the program. Fully aligned with the performance measures previously identified in the *Goals, Objectives, Activities, and Timeframe* table, the evaluators will evaluate the performance of the program's three identified goals by utilizing data from both the included schools and surveys from the program site.

The evaluator will utilize program site attendance reports from the Cayen database to track student attendance and parent participation in the offered family engagement opportunities.

The district anticipates monthly meetings involving the evaluator, program director, site coordinator, and other appropriate contacts at Dalton Public Schools. These meetings will ensure the evaluator has an open channel of communication with the participating schools and that there will be no delay with receiving necessary data.

Evaluation results will be disseminated annually. The results will be included in the program's newsletter, shared on DPS social media, and distributed in a yearly results publication that will focus solely on the evaluative outcomes. This publication will be made available online on the DPS website, circulated through email for all participating families, and made available by request.

Dalton Public Schools will score according to the following table:

60 Points – Technical Components – 60 points

- Evaluation methodology
- Evaluation process
- Timeline of evaluation
- Technical experience
- Qualifications of staff

20 points – Cost Components

15 Points – Complete Respond to the components of the RFP

5 Points – Proximity Individual Agency or Organizations to the Educational Entity

General Terms and Conditions

1. RFPs should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Dalton Public School System
PO Box 1408
Dalton, Georgia 30720
Attn: Caroline Woodason

RFPs may be hand delivered to the Dalton City Hall, 300 West Waugh, 3rd Floor, Dalton Public School System prior to bid opening time.

2. Responses must be submitted as THREE printed copies or a **searchable PDF format on email**.
3. RFPs must be on the specifications forms provided within the Request for Proposals, sealed within an envelope marked as shown in the cover letter.

No awards of any kind are made at the time of RFP opening. A copy of the RFP tabulation and/or the awards will be available upon request for any vendor who submitted a RFP. This information may be obtained after the bid has been awarded. Results will be placed on our website once evaluations are complete and board approval has been.

4. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
5. Dalton Public Schools has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system.
6. Preference will be given to vendors that are centrally located within Dalton/Whitfield County.
7. All questions may be submitted to Caroline Woodason at the above e-mail addresses.
8. Please include 3 outside references where you have done work similar to the specifications in this bid within the last 5 years. Please include a name and phone number that we might contact. See attached form.
9. Proposals must include proof of relevant qualifications such as certifications, etc. for personnel working on the project.
10. Winning bidder agrees to provide recent background check information to Dalton Public Schools for all contracted and subcontracted personnel required to work at any of Dalton Public School facilities.
11. All bidders must include a name and phone number that we might reach someone in your organization with any questions about your proposal.
12. Please include the name of the sales person or account executive that will be handling our account after the RFP is awarded and we submit purchase orders.

13. The company shall not assign any interest in this contractual agreement and shall not transfer any interest in the same without prior written consent of the Board.
14. No reports, information, or data given to or prepared by the company under this contractual agreement shall be available to any individual.
15. No costs can be involved which are not specifically addressed in the proposal.
16. The district will pay the agency or organization the applicable fees set forth for services authorized by the district, and actually delivered or performed to the satisfaction and acceptance as appropriate of the district.
17. The district shall pay the agency within 30 days after completion of the service or after receipt of the invoice, whichever is later.
18. The agency shall invoice with such supporting documentation and other back-up material as the district may reasonable require. Pricing of services must be itemized and clearly indicate the service proposed
19. The agency shall deliver to the district for approval and acceptance and before eligible for final payment of any amounts due all documents materials prepared by the agency for the district under this program.
20. Proposal must be signed by an authorized representative by the agency or organization.

Confidentiality of District Information

In the course of evaluating this program, the agency or organization may gain access to secure student information. The agency or organization agrees to hold district information in confidence and agrees to make such information known only to its employees who have a legitimate need to know information and only after advising such person of the agency's non-disclosure obligation. The agency or organization shall seek the districts prior consent for using student data for any purpose other than fulfillment of the obligations hereunder before releasing, disclosing, or otherwise making such information available to any other person.

The agency or organization shall employ such practices and take such actions to protect the districts information from unauthorized use or disclosure and takes to protect its own information, but in no event shall the agency use less than reasonable efforts to protect the districts information.

The provisions shall survive the expiration or termination of this contract.

Information on person preparing RFP packet for evaluation services:

Name of Company_____

Address of Company_____

Phone number of Company_____

Name of person preparing RFP_____

Address of person preparing RFP_____

Phone of person preparing RFP_____

Name of person in charge of our account_____

Phone Number of the person in charge of our account_____

Vendor Reference Sheet

Reference 1:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 2:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 3:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Completed By (Name):		Completed Date:	

PROPOSERS DECLARATION

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the RFP.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **the Bid Opening**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all RFPS and to accept that RFP which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the proposals.

That by submission of this RFP the proposer acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

PROPOSER

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposers' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The proposer may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

PROPOSER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any officer of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____ 20__.

NOTARY PUBLIC

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																				
Employer identification number																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> <td style="width: 15%;"> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)