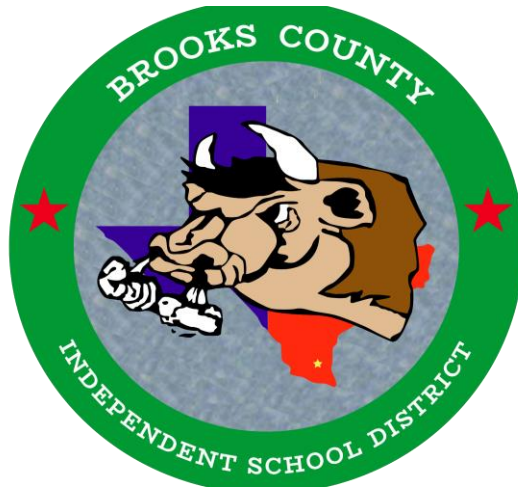


Brooks County Independent School District



Request for Proposals (Sealed) for Superintendent Search Firms

RFP#23-24-01

Section I: Purpose

The **Brooks County Independent School District** Board of Trustees seeks proposals from experienced executive search firms or individuals to provide consulting services for a search for a superintendent.

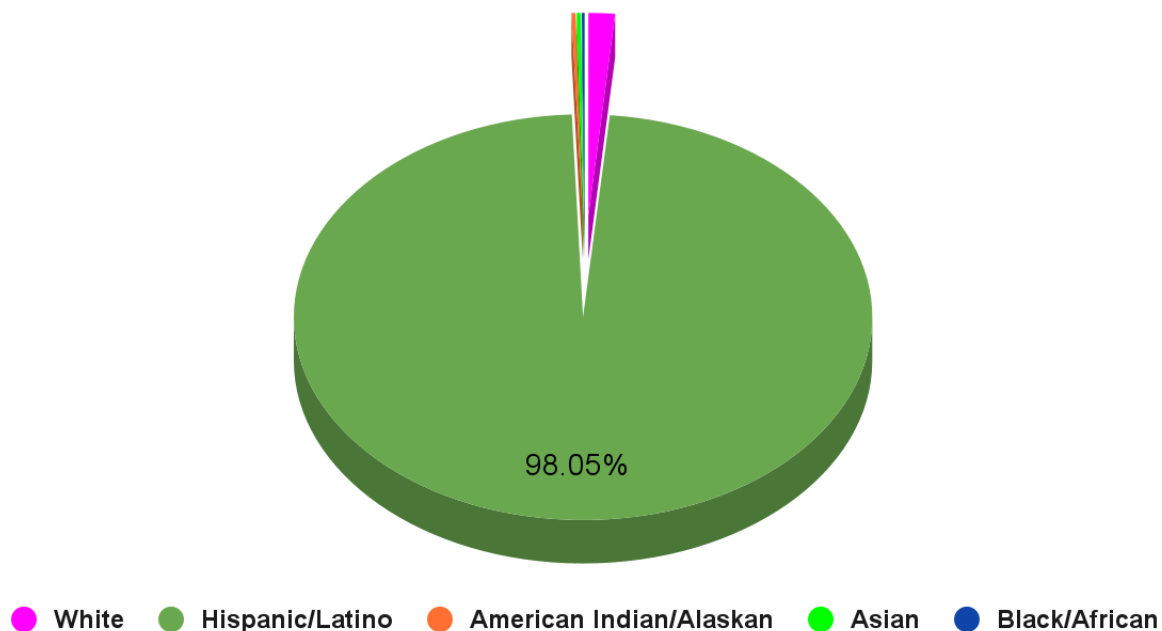
Section II: Introduction

The Brooks County Independent School District is beginning its search for a qualified candidate for superintendent of schools to start work on July 1, 2024. To help in the search for the most qualified candidate the District is seeking to retain the services of an executive search firm or individual with experience in the recruitment of superintendents for mid-sized school districts.

Description of the Brooks County Independent School District:

Brooks County I.S.D serves approximately 1243 students. The ethnic background consists of White, Asian, Hispanic/Latino, American Indian/Alaskan, and Black/African.

Demographics



- 93.31% of our students are economically disadvantaged
- 14.86% qualify for special education services.

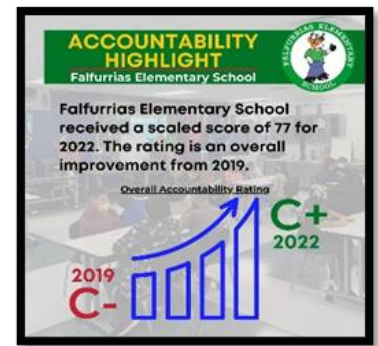
Brooks County I.S.D. qualifies for the Community Eligibility Provision where all enrolled students are provided breakfast, lunch and dinner at no cost. The District has two elementary schools serving students in preschool through fifth grades, one middle school for students in sixth through eighth grades, one four-year comprehensive high school, and an DAEP alternative high school. All of the district's campuses are located within the city limits.

Total estimated revenue for the District's general fund for the 2023-2024 budget will be \$15,681,154. An additional \$2.5M will be used for debt service. Voters approved a \$35 million bond referendum in 2011 to renovate, modernize, and expand all district schools to meet our student needs and 21st century educational goals in the coming years. The construction program was completed in 2016.

The Brooks County I.S.D. is one of the largest employers in Brooks County with approximately 187 employees. The City of Falfurrias's population in 2020 was estimated at 4,590, with the population of Brooks County estimated at 7,076.



Academic Performance



Texas Education Agency
2022 Accountability Ratings Overall Summary
BROOKS COUNTY ISD (024901) - BROOKS COUNTY

Accountability Rating Summary

	Component Score	Scaled Score	Rating
Overall		87	B
Student Achievement		80	B
STAAR Performance	33	58	
College, Career and Military Readiness	85	96	
Graduation Rate	96.7	90	
School Progress		91	A
Academic Growth	75	89	B
Relative Performance (Eco Dis: 92.8%)	59	91	A
Closing the Gaps	54	77	C

College and Career Pathways

Construction Pathway-Brooks County Independent School District is providing innovative pathways which will provide our students with real-world applications and future jobs.

Manufacturing Pathway

- Construction and Welding with a partnership with Delmar and Craft Training Center of the Coastal Bend
- Los Mestenos Career Academy with a partnership with Delmar College for dual credit, Craft Training Center for certification, and Mestenos career academy with workplace opportunities for training.
- High School course with opportunities for certifications, licenses, and NCCER certifications

Business and Industry Pathway

- a. Business courses offered at High School

Electrical Pathway

- a. NCCER certifications and licenses through the Craft Training Center of the Coastal Bend

HVAC Pathway

- a. Dual Credit Course through Lamar Institute of Technology-NCCER certifications and licenses opportunities

At Falfurrias Junior High we take pride in offering a dynamic and diverse learning environment that caters to the unique talents and interests of every student. Our campus stands out as a hub of excellence, offering a wide range of opportunities to nurture holistic development. Our sports teams showcase dedication and sportsmanship on the field, while our STEM and robotics programs empower students to explore innovation and problem-solving. The vibrant notes of our mariachi and band programs resonate through our halls, celebrating musical passion. Beyond academics, our afterschool tutoring ensures every student receives the support they need, and our enriching activities, from art and theater to gaming, provide creative outlets for exploration.

At Falfurrias Elementary where learning goes beyond the classroom walls. Our commitment to student growth encompasses not only academics but also emotional well-being. Our after school tutoring program ensures that every child receives personalized support to excel in their studies. But it doesn't stop there – our enrichment activities, spanning from arts and crafts to engaging games, offer a fun and creative outlet for exploration. We prioritize social emotional learning, fostering empathy, resilience, and strong relationships among our students. At Falfurrias Elementary, we're not just shaping young minds; we're nurturing whole individuals ready to conquer challenges and thrive in every aspect of life.

The Board of Trustees uses policy governance as its method of running the district. The superintendent is the board's primary employee, and it is the superintendent's role to evaluate and monitor the rest of the district's staff. The Board uses a detailed monitoring system to measure district and superintendent performance. Information about student performance, district goals, financial data, annual reports, etc., may be found on the district's web site at www.bcisd.us.

Section III: Scope of Work

The Board of Trustees will work with the selected firm or individual to develop a superintendent search process and a timeline for the search activities. At a minimum, the activities will include the generation of a position description and qualifications, advisory services to the Board, identification and assessment of candidates, assisting with logistics of finalist interviews, and ensuring a satisfactory conclusion to the search. Understanding that discretion is of utmost importance to our district, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

Generation of position description and qualifications

Conducting interviews with and soliciting input from school board members, school district staff, community leaders and the general public to develop the qualifications and criteria that will be used to judge superintendent candidates.

Advisory Services to the Board of Trustees

Developing a search plan and timeline in consultation with the Board. Assisting with the evaluation and interviewing of potential candidates. Ensuring that there is compliance with applicable legal requirements.

Identification and Assessment of Candidates

1. Developing and distributing recruitment materials that will encourage qualified candidates to apply.
2. Conducting a state-wide search that will include advertising the position broadly in print media as well as through an effective web-based strategy.
3. Conducting personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.
4. Collecting all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.
5. Assisting the Board with pre-screening candidates based on clearly delineated criteria.
6. Assisting the Board (or possible advisory committee on the board's behalf) in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews.

Assisting with Logistics of Finalist Interviews

Facilitating community forums and interviews with the finalists.

Ensuring a Satisfactory Conclusion to the Search

Assisting the Board in contract negotiations with the selected candidate.

Section IV: Proposal Requirements

To allow the Board of Trustees to fairly judge the merits of each proposal, responses to this RFP shall include a response to each of the items listed below. The Board reserves the right to reject proposals that do not follow this format.

Cover Sheet – Include the completed cover sheet that is part of this RFP signed by a person authorized to act on behalf of the company submitting the proposal.

Executive Summary – Provide a short summary that demonstrates your understanding of the scope of services required by the School District and why your firm is best able to provide that scope of service.

Experience and Qualifications – Provide details on the following:

Overview of Company – address, telephone, fax, e-mail; whether company is local, regional, or national; if a multi-office firm, which office will provide the services; areas of expertise and types of searches performed by the company.

Project Team – Provide names, titles, addresses, telephone numbers and emails of the person(s) who will be authorized to represent the company. Specify the names, titles, addresses, telephone numbers and emails of the person(s) who will be directly working on our superintendent search. Discuss the availability of each team member and the potential for conflicts that might interfere with the project's timeline.

Experience – For each member of the project team, please provide a description of their experience and education, time with the company, and how their experience suits their role on the team. Specify the number of superintendent searches in which each member has participated and in what capacity. Note the longevity of superintendents hired by members of this team or firm over the past six years. Describe any particularly noteworthy accomplishments of the superintendents placed.

Work Plan – Provide details on the following:

1. The approach to be used to address each search activity listed in Section III: Scope of Work.
2. Methods you will use to communicate and work with a seven-member elected Board of Trustees.
3. Methods you will use to identify prospective candidates and promote their interest to apply.
4. Your experience in effective community engagement both in terms of collecting information from the public to develop the initial position qualifications and evaluation criteria and in providing a meaningful way to generate and receive public input in the evaluation of final candidates.

5. Describe what the major challenges to a successful superintendent search are and how the project team will address them.
6. Estimate a reasonable timeline that the project team will use to guide the search process.
7. Information, services and assistance you will require from the School Board and district staff to enable you to conduct the search.

Cost – A budget should be provided that will cover all of the work described in Section III: Scope of Work and the Work Plan above. The budget should provide a breakdown of costs in the following areas:

1. Estimated cost by each scope of work section.
2. Estimated hours spent by each member of the project team and their fees Estimated travel expenses.
3. Estimated publishing and advertising expenses.
4. Estimated postage and other costs to distribute information regarding the vacancy Any other expenses.

Proposal must also include a maximum price that will not be exceeded to complete the described work. Payment terms should be specified.

References – Provide a minimum of three school districts (of similar size and academic quality to the School District, if possible) that have used your services for a superintendent search within the past six years. For each reference supply the school district name, contact person, their title, telephone number and address. Describe the contract (scope, length, and dollar value) for each reference.

Contract Form – If you intend to propose a form of professional services contract between you or your company and the school district, please provide a sample copy of such contract form. If you prefer that the school district generate such a contract, please so indicate.

Litigation Record – Have you been involved in litigation with any of your clients within the last five (5) years? If so, please give the name, date, and jurisdiction of each such matter, and a brief description of the nature of the dispute and the outcome.

Ensuring Client Satisfaction – Provide information regarding your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

Additional Information – Should you feel that additional information would help us more properly evaluate your proposal or if you have recommended modifications in the procedures specified herein, please feel free to address such matters under this heading.

Section V: Evaluation/Criteria

In evaluating RFP responses, the District will award based on 6 principal factors:

Base fee for services, plus the cost of any additional/optional services	10
Experience with districts of similar demographics	20
Placement history and success	15
Proposed search process and timeline	25
References from recent searches	10
Ability to communicate with a diverse community and clientele	20
Total	100

The District may request best and final offers based upon improved understanding of the offers or changed scope of work.

The District will select a proposal based on initial and (if requested) Best and Final offers that represents the best value and conforms closest to the listed requirements.

Award of a contract is subject to the District's and Proposer's ability to agree on contract terms in a timely manner.

The District reserves the right to waive informalities or to reject any proposals.

Section VI: Timeline for this RFP

The following schedule will be used for the implementation of this RFP

Date	REP Activity
September 13, 2023 & September 20, 2023	RFP is published in the newspaper and district.
September 13, 2023	<ul style="list-style-type: none"> RFP mailed and emailed to prospective search firms known to the district. RFP is posted on the district's website.
September 27, 2023	Last day for responses to questions from companies at 3:00 p.m. central time.
October 11, 2023	Responses to RFP due at 3:00 p.m. central time.
October 12 -13, 2023	Initial screening and review of proposals.
October 16, & 17, 2023	Presentation of Finalists

October 18, 2023	Board meeting for the recommendation/selection and approval of the consultant.
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Section VII: Submission Details

All sealed proposals must be received at the District's administrative offices by 3:00 p.m. central time on Wednesday, October 11, 2023 and labeled RFP# 23-24-01. Proposals should be sent to:

Maria E. Anzualda, Board President
 Brooks County Independent School District
 P.O. Box 589
 200 W. Adams Street
 Falfurrias, TX 78355

E-mail: estellaanzualda@gmail.com

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. Any questions or requests for clarification regarding this RFP should be directed to the district in writing prior to 3:00 p.m. on September 27, 2023.

Section VIII: General Conditions

The Brooks County I.S.D. reserves the right to waive, modify, or otherwise vary the conditions or requirements herein and may accept or reject any and all proposals as the Board of Trustees, in its sole discretion, deems to be in the best interest of the School District. The Brooks County I.S.D. may, notwithstanding the terms herein, negotiate the terms of any response to this RFP. Brooks County I.S.D. shall not be bound to accept the lowest priced proposal, but may accept such proposal, if any, as the Board of Trustees determines to be in the best interests of the School.

Cover Page

Response to Request for Proposals

This proposal is submitted on behalf of:

Company: _____

Address: _____

Telephone: _____

E-mail: _____

The above listed consulting firm hereby submits its proposal and agrees to furnish services to the Brooks County I.S.D. in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

Consultant agrees that the School District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for ninety days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

Date

Name of Consultant/Authorized Agent

Title of Consultant/Authorized Agent

Signature of Consultant/Authorized Agent

(Fill this page in and include it as the cover of your response.)



Brooks County Independent School District

Vendor Application Form

Instructions:

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents, including but not limited to:
 - a. W-9 Form
 - b. Conflict of Interest Questionnaire
 - c. Felony Conviction Form
 - d. Certificate of Insurance (as appropriate for on-site professional services)
 - e. Contractor Certification Form for Independent Contractors (if working directly with students)

Notice to Prospective Vendors:

1. Vendors are not placed on the district's approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept purchase orders for all purchases. The district **will not** be responsible for payment for goods or services that are provided to Brooks County ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to the Brooks County ISD Accounts Payable Department (mailing address, fax number and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services.

VENDOR IDENTIFICATION:	
Vendor Name	
Vendor DBA, if appropriate	
Federal Tax ID or Social Security Number	
Type(s) of Goods or Services	
List any Co-Op contracts such as TCPN, ESCs2, Buy Board, etc.	
VENDOR CONTACT INFORMATION:	
Vendor Mailing Address:	
Vendor Remit Address: (If different from mailing)	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Website URL:	
Vendor Email Address: (For distribution of Purchase Orders)	

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)

Title

Vendor Authorized Representative (Signature)

Date

September 2015

Forward completed application to: Brooks County ISD, Attn: Business Office, P.O. Box 589, Falfurrias, Texas 78355, via fax to (361) 325-3132, or via email to asanchez@bcisd.us or esaenz@bcisd.us
Office # (361)325-8014

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (Printed): _____

A. My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Names of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes

☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date



BROOKS COUNTY INDEPENDENT SCHOOL DISTRICT

200 E. Allen Street - Falfurrias, TX 78355 – (361) 325-8001

2023-2024 School Board Trustees

Maria E. Anzualda – Board President

Jose M. Lopez - Vice President

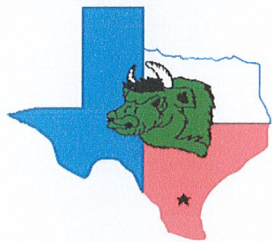
Veronica R. Tijerina - Secretary

James T. Maupin, III - Member

Jessica Quintanilla - Member

David C. Salinas - Member

Teresa Silvas -Member



Brooks County Independent School District

P.O. Box 589 * Falfurrias, TX. 78355 * 361-325-8015 * Fax: 361-325-5494

HOUSE BILL 89 VERIFICATION

All fields must be completed

I, _____
[Person Name]

the undersigned representative of _____
[Company or Business Name]

(hereafter referred to as Company) being an adult over the age of eighteen (18) years of age, do hereby depose and verify that the Company named above, under the provisions of Subtitle F, Title 10, Texas Government Code Chapter 2270:

1. Does not boycott the country of Israel currently; and
2. Will not boycott the country of Israel during the term of the contract the above-named Company, business or individual with the Brooks County Independent School District.

Signature: _____ **Date:** _____

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Contract No. _____

**CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS**

Federal Executive Order 12549 requires the Brooks County Independent School District (District) to screen each covered potential contractor/grantee to determine whether each has a right to obtain a contract/grant in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor/grantee must also screen each of its covered subcontractors/providers.

In this certification "contractor/grantee" refers to both contractor/grantee and subcontractor/subgrantee; "contract/grant" refers to both contract/grant and subcontract/subgrant.

By signing and submitting this certification the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the District may pursue available remedies, including suspension and/or debarment.
2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the District, as applicable.

Do you have or do you anticipate having subcontractors/subgrantees under this proposed contract? ____ YES ____ NO

5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract's/subgrant's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government or District may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR
COVERED CONTRACTS AND GRANTS**

Indicate which statement applies to the covered potential contractor/grantee:

____ The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency or by the State of Texas.

____ The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

NAME OF POTENTIAL CONTRACTOR/GRANTEE _____

VENDOR ID NO./FEDERAL EMPLOYER'S ID NO. _____

DUNS Number: _____

CAGE Code: _____

Signature of Authorized Representative

Printed/Typed Name of Authorized Representative

Date

THIS CERTIFICATION IS FOR FY 2022, PERIOD BEGINNING September 1, 2022 and ENDING August 31, 2023.

INSTRUCTIONS FOR CERTIFICATION

- 2 -

1. By signing and submitting this proposal, the prospective contractor/grantee is providing the certification set out below.
2. The inability of a contractor/grantee to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor/grantee shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor/grantee to furnish a certification or an explanation shall disqualify such contractor/grantee from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.
4. The prospective contractor/grantee shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective contractor/grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective contractor/grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective contractor/grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											

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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is no interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY