

**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT (NDWD)
REQUEST FOR PROPOSAL**

PY 2018 Supplemental Youth Services (SYS) Conference

RFP RE-BID NO. 18-03-1790LE

PROPOSAL DUE DATE: May 04, 2018

DESCRIPTION: Navajo Department of Workforce Development
RFP RE-BID 18-03-1790LE
(2018 SYS Youth Conference)

CONTACT PERSON: Lavine J. Roan, Contract Analyst
Phone: 928-871-7707/7730
Fax : 928-871-7116

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP RE-BID # 18-03-1790LE - 2018 (SYS) YOUTH CONFERENCE”

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express, must be physically submitted to:

PHYSICAL ADDRESS: Navajo Department of Workforce Development
Tribal Hill Drive-FA# 2754
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Contract Analyst
RFP RE-BID NO: 18-03-1790LE “DO NOT OPEN”

MAILING ADDRESS: Navajo Department of Workforce Development
P.O. Box 1889
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Contract Analyst
RFP RE-BID NO: 18-03-1790LE “DO NOT OPEN”

SECTION I

- A. ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Navajo Nation Department of Workforce Development (NDWD), Division of Human Resources, Navajo Nation, P.O. Box 1889, Tribal Hill Drive-FA# 2754, Window Rock, Arizona. The contact person for this RFP is Lavine J. Roan, Contract Analyst.
- B. PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration. If you cannot respond to the RFP, fax back 1st page and indicate **“No Bid”** to Fax No. 928-871-7116, or email LJRoan@ndwd.org.
- C. SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.
- E. PROCUREMENT OF RFP:**
This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the NDWD Contract Analyst at any time up to the Deadline for Proposals.
- | F. SCHEDULE OF ACTIVITIES: | DEADLINE: |
|--|-------------------------------|
| 1. Public Advertisement | April 17, 18, 19, 20, 2018 |
| 3. Prospective respondent’s written question deadline
(No questions accepted after this date) | April 25, 2018 |
| 5. Responses to questions | April 26, 2018 |
| 6. Due date for proposals | May 04, 2018
4:00 p.m. DST |
| 7. Opening of proposals and evaluation by
Review Team | May 08, 2018 |
| 8. Award date for contract
Pending Review-164 process | May 09, 2018 |

- G. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Lavine J. Roan, Contract Analyst, at LJRoan@ndwd.org.

NOTE: Please Mark on the outside of the envelope
"2018 (SYS) Youth Conference"
DO NOT OPEN RFP RE-BID NO. 18-03-1790LE

- H. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- I. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m. May 04, 2018 (DST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. Late proposals will not be accepted.
- J. **FOUR SETS OF PROPOSALS ARE REQUIRED:** Four (4) sets of the proposal must be delivered in a sealed envelope - one (1) original and three (3) copies. The outside of the envelope should be clearly marked with the project name-"RFP RE-BID #18-03-1790LE 2018 (SYS) Youth Conference", and the name and address of the firm submitting the proposal.

K. Proposal Format:

1. Respondent(s) must indicate if they are priority vendor with the Navajo Nation.
2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in sealed envelope.
4. The proposal must be organized and indexed in the following format:
 - a. A letter of Transmittal
 - b. Statement of Qualifications
 - c. Proposal Meeting Its Objective
 - d. Proposed Cost (Sealed in Separate Envelope)
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company;
 - b. Identify the name of the person responding to the RFP;
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - d. Identify the names, files, and telephone numbers of person to be contact for clarification;
 - e. Explicitly indicate acceptance of the conditions governing this procurement;

- f. Be signed by the person responding to the RFP; and
 - g. Acknowledge receipt of any and all amendments to the RFP.
6. The respondent must submit a statement of qualifications.
 - a. The respondent must submit a resume.
 - b. Number of years of experience working with Navajo Nation government entities or other government entities.
 - c. The respondent will provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide Certificate of Liability Insurance, including additional documents, in Section IV Requirements.
 7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how they would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of each Employee including Diploma and/or Degrees.
 8. Proposed cost: (Sealed in Separate Envelope)
 - a. The respondent will provide detail cost for the NDWD (SYS) Youth Conference.

L. PROPOSAL REVIEW PROCESS: Proposals will not be publicly opened on the due date specified. NDWD will screen and evaluate proposals received in accordance with the submission criteria. Proposals that fail this check will be rejected and returned to the firm unrated.

M. REJECTION OF PROPOSALS: NDWD reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NDWD Department Manager determines it is in the best interest of the Navajo Nation.

N. PROPRIETARY INFORMATION: Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.

O. RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NDWD and may be reviewed by any person after final selection has been made. NDWD has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

P. INCURRING COSTS: NDWD is not liable for any cost by the respondents prior to issuance of a contract.

Q. ACCEPTANCE TIME: NDWD intends to make a vendor selection within two (2) working days after the closing date for receipt of proposals.

R. SUFFICIENT APPROPRIATION:

A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall effect such termination or reduction in scope. The NDWD Department Manager's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

S. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.

T. EVALUATION PROCEDURES AND SELECTION CRITERIA.

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation Criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NDWD Department Manager may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- | | |
|-------------------------------------|-------------|
| a. Presentation of Response | 1-10 points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation | |
| Understanding NDWD Objectives | |
| b. Statement of Qualifications | 1-10 points |
| List of three (3) Client References | |

c.	Technical Requirements Project description Projected accomplishments	1-20 points
d.	Project Management Project Management Experience Schedule/Project Plan Staffing Related Experience Education - Credentials	1-20 points
e.	Navajo Nation vendor, Priority 1 or 2	1-10 points
f.	Financial Financial Statement Evidence of financial solvency	1-10 points
g.	Cost of Service	1-20 points

Total possible points = 100

- U. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.
- V. SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and the (3) percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with WIOA Section 166 Grant Funds.
 - Upon award and acceptance, the total dollar amount will be made available upon the contract with the awarded vendor.
 - None of this RFP will be funded by outside sources
- W. TAX:** All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 5% (24 N.N.C. Section 601 et. seq.)
- X. TERM:** The term of this contract will be from July 16-20, 2018.
- Y. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- Z. COMPLIANCE WITH LAWS AND REGULATIONS:**

The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

AA. INDEMINIFICATION:

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract.

The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

SECTION II

A. BACKGROUND

The Nation Department of Workforce Development (NDWD) is 100% federally funded under the Workforce Investment Opportunity Act (WIOA) and the Native Employment Works (NEW) Program. Navajo Department of Workforce Development has been providing much needed employment and training services to eligible participants and meeting employer's demands for skilled workers.

Goal:

The NDWD WIOA Comprehensive Service Program and the Native Employment Works (NEW) goals are to decrease long-term unemployment, create classroom training opportunities to become employable, provide supportive services to continue employment or training, increase the literacy skills of the eligible population, and provide opportunities for targeted populations to become self-sufficient.

SECTION III

A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section IV. Respondent should also provide technical information of delivery of services required in this RFP.

B. SCOPE OF WORK:

The Navajo Department of Workforce Development (NDWD) invites qualified firms to submit cost proposals to provide accommodations for the NDWD 2018 Supplemental Youth Services (SYS) Conference from July 16-20, 2018.

The cost break down should include the following for 120 participants:

- Cost of Conference facilities including microphone (s), podiums, laptop, screen/media, power cords/power supply for presentations and any discounts that will apply.
- Cost of meals (Breakfast, Lunch, and Dinner) per participant. Include all gratuities in the proposal.
- Snacks/Coffee/Water (a.m. and p.m.)
- Cost of lodging per participant (CONUS /Group rates). A total of 70 rooms will need to be blocked - two (2) participants per room.
- Include all applicable sales/lodging taxes in proposal.
- PLEASE SEE ATTACHED "TENTATIVE" AGENDA AND DAILY ITINERARY for further information.

SECTION IV

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9 (Use the current Form dated 2017)
3. Licensed, bonded, and current General Liability Insurance.

Proposed Dates: July 16, 2018 - July 20, 2018 (Monday thru Friday)

Number of Participants:

- 100 Youth (20 per Agency)
(Shiprock, Chinle, Tuba City, Crownpoint and Fort Defiance)

- 20 Staff (5 Program Supervisor III's)
(10 Employment Assistance Officers)
(2 Guidance Information Specialist)
(3 Administration Staff)

Itinerary:

Monday 07/16/18	Tuesday 07/17/18	Wednesday 07/18/18	Thursday 07/19/18	Friday 07/20/18
Travel 1:00 p.m.- 6:00 p.m. Registration Cook-out	General assembly Workshops 1 pm-5pm	Campus Tours	Workshops 8:00 a.m.- 4:00 p.m. Banquet 5:30p.m -7:00p.m.	General assembly Lunch boxes Travel

Proposed Budget: **Federal Government - Diem Rates**

Item (s)	Monday 07/16/18	Tuesday 07/17/18	Wednesday 07/18/18	Thursday 07/19/18	Friday 07/20/18	Total
Meals	100 participants and 20 staff (Dinner)	100 Participants and 20 staff (Breakfast &Lunch)	100 participants and 20 staff (Breakfast)	100 participants and 20 staff (Breakfast, Lunch & Dinner)	100 participants and 20 staff (Breakfast & Box Lunch)	none
Snacks	0	120 people (A.M. & P.M.)	0	120 people (A.M. & P.M.)	0	none
Lodging	50 rooms Participants	50 rooms Participants	50 rooms Participants	50 rooms Participants	0	50 rooms X 4 nights

Other: Staff Lodging	20 rooms Staff will use PCard - Co. Credit Card	20 rooms Staff will use PCard - Co. Credit Card	20 rooms Staff will use PCard - Co. Credit Card	20 rooms Staff will use PCard -Co. Credit Card	0	20 rooms x 4 nights
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Conference Logistics:

Description	Monday	Tuesday	Wednesday	Thursday	Friday
Room needed	Patio & Picnic area or room (5 pm to 7 pm cook out)	General Assembly (8 am to 10 am) Stage area	0	Room for evening banquet (6 pm to 8 pm)	General Assembly (8 am to 12 noon) Stage area
workshop	Registration room	4 breakout rooms (10 am to 5 pm)	0	4 breakout rooms (8 am to 4pm)	none
Small storage area or office	Small storage area or office	Small storage area or office	Small storage area or office	Small storage area or office	none
Equipment	0	Screen/media audio, laptop, PA system	0	Screen/media audio, laptop PA system	Media audio

NDWD Youth Conference - AGENDA

START	END	MONDAY, July 16, 2018			
8:00	4:00	Travel (5 WFCs - 100 youths & 11 staff & 5 Program Supervisors). Tuba City will leave early.			
5:00	6:30	Cook out (Dinner) by Hotel			
START	END	TUESDAY, July 17, 2018 - team day			
7:00	8:00	Breakfast provided by Hotel			
8:00	8:30	REGISTRATION (Program Supervisor III's & 5 Employment Assistance Officers)			
8:30	9:00	General Session - Master of Ceremony: Welcome by Hotel Manager & NDWD Dept. Manager Roselyn Shirley . Review of Agenda by Alvin Smith, GIS/Crownpoint.			
9:00	10:00	Motivational Speaker:			
10:00	10:15	Break (AM snacks)			
10:15	11:00	Speaker/Group Activity: TBD 1. Crownpoint 2. Fort Defiance			
11:00	12:00	Speaker/Group Activity: TBD 1. Shiprock 2. Chinle 3. Tuba City			
12:00	1:00	LUNCH - provided by Hotel			
1:00	2:00				

NDWD Youth Conference - AGENDA

2:00	3:00			
3:00	3:15	Break (PM snacks)		
3:15	4:15			
4:15	5:00			
5:30	7:00	Dinner (Agency)		
START	END	WEDNESDAY, July 18, 2018-hat day Career Exploration Day		
7:00	8:00	Breakfast Provided by Hotel		
8:00	8:45	Departure - School (TBA) (all WFC)/sign in sheet.		
9:30	10:15	Group Meeting with school (Financial aid workshop)		
10:15	10:30	Break		
10:30	12:00	On-site tour of school campus		
12:00	1:00	Box Lunch		
1:00	3:00	School meeting		

NDWD Youth Conference - AGENDA

3:00 3:15 Break {PM}

3:15 5:00 Group tour of school campus.

5:30 7:00 Dinner

START END

THURSDAY, July 19, 2018 - cultural day

7:00 8:00 Breakfast provided by Hotel

8:00 8:15 Alvin Smith, Counselor to explain the youth activity/timeline.

8:15 10:00 Youth Group Activity by Tuba City, Chinle and Shiprock Workforce Centers.

10:00 10:15 Break (AM snacks)

10:15 11:00 Youth Group Activity by Fort Defiance and Crownpoint Workforce Centers.

11:00 12:00

12:00 1:00 LUNCH- provided by Hotel

1:00 2:00

2:00 3:00

3:00	3:15	Break(PM snacks)
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NDWD Youth Conference - AGENDA

3:15	4:15				
5:30	7:00	NDWD Youth Banquet by Hotel. Participants/Staff. * Door Prize drawing (Hotel will provide dinner)			
START	END	FRIDAY, July 20 , 2018			
7:00	8:00	Breakfast to be provided by Hotel			
8:00	8:30	Sign In - Evaluation			
8:30	10:00	Writing assignment			
10:00	12:00	Checkout & Boxed Lunch to be provided by Hotel			
12:00	5:00	Departure/Travel back to Workforce Centers/home.			



**NAVAJO NATION CERTIFICATION
Regarding Debarment and Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State and Tribal Government contracts etc.

2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.

3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State or Tribal Government)

4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address:

Name & Signature of Applicant

Type or Print Name

Signature / Date

Request for Taxpayer Identification Number and Certification

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

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

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"/> 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) ▶ _____ 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:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶
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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-DIV (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.