

# Request for Proposal for Bundled Internet Services New Mexico Head Start Sites

## **NAVAJO NATION BROADBAND OFFICE**

RFP No: 23-02-2963GC

RFP Posting Date: February 24, 2023  
Questions Due By: March 10, 2023  
Proposals Due By: March 24, 2023

In conformity with the Federal Communications Commission (FCC) Schools and Library Division (SLD), "Universal Service Fund" (a.k.a. "E-Rate" funding) application process, Navajo Nation Broadband Office, here after referred to as "Owner", is seeking proposals from qualified providers of **Bundled Internet Services**.

Any and all updated project information, forms, including addenda, will be distributed through the project website, located at <https://www.nnooc.org/RFPs-Advertisements.html> & <https://portal.usac.org/suite/>. All of these documents shall be made part of and material to the contract for services.

***\*\*Vendors, subcontractors, and subcontractors who perform on-site activities are required to contact the awarding entity for current health and safety protocols. Including but not limited to COVID-19 vaccination requirements.\*\****

### **Scope of Work**

In E-Rate Funding Year 2020 and 2021 bids were awarded to install fiber optic cable to the sites below and three-year contracts were awarded to provide 100Mbps Internet services to the sites listed below once the fiber was installed. The current Internet contracts will come to an end on June 30, 2023. Since then, about a third of the sites have had fiber installed and new Internet services have been activated. It is anticipated that the remaining sites will have fiber installed by June 30, 2023 or after. For those sites that have not yet had fiber installed by June 30, 2023, new Internet circuits will be not begin until the Year 2020 and 2021 Service Providers have installed fiber to these sites. It is anticipated, at some time during the term of the new three-Year Internet contract, that the Owner shall need to increase Internet feeds at some point at some or all of the sites listed below so it's required that Service Providers shall provide pricing for 100Mbps, 200Mbps, 500Mbps and 1Gig Internet circuits. As a part of the Service Provider's RFP response, the Owner is requesting a monthly quote per each site for Bundled Internet services.

Currently, all sites are receiving CIPA filtering services for all current sites under contract from one vendor. While the Owner knows that E-Rate won't fund CIPA services, the Owner is requesting pricing for CIPA services, and if possible, would like to award one contract for all sites to ease the maintenance and management of the CIPA service on Navajo staff. As a part of the Service Provider's RFP response, the Owner is requesting a monthly quote per each site for CIPA services.

The Service Provider must include in their proposal any/all electronic equipment needed to accomplish access to the Internet and monitoring of the circuit during normal business hours. Maintenance of all Service Provider's equipment shall be a part of the Service Providers responsibility. If there is a one-time connection fee, please list this fee separately.

The Service Provider shall provide service to the sites listed below:

### **Head Start Facilities**

**Nageezi**  
50 Ft. S of Chapter House

**Nenahnezad**  
Behind Chapter House

**Newcomb**  
50 Ft. N of Chapter House  
[Map](#)

**Red Mesa**  
50 Ft. E of Chapter House  
[Map](#)

**Red Valley**

Located on AZ-NM stateline

[Map](#)

**Sanostee**

NNW of Chapter House

[Map](#)

**Two Grey Hills**

5 Mi. N. of Chapter House

[Map](#)

**Baahaali**

25 Ft. NNE of Chapter House

[Map](#)

**Church Rock**

59 Telstar Rd. 50 Yds SE of Chapter House

[Map](#)

**Little Water**

75 Feet SW of the Chapter House.

[Map](#)

**Pinedale I/II**

5178 Pinedale Loop. 50 Ft. W of Chapter House

[Map](#)

**Red Rock I/II**

25 Ft. E of Chapter House.

[Map](#)

**Thoreau**

20 Yds. from Chapter House

[Map](#)

**Tohatchi II**

75 Ft. NNW of Chapter House

[Map](#)

**Twin Lakes**

50 Ft. E of Chapter House

[Map](#)

**Tsayatoh**

75 Ft. NNW of Chapter House

[Map](#)

**San Juan**

Located in the new San Juan Chapter House Bldg.

[Map](#)

**Shiprock I/II**

Directly N of Chapter House

[Map](#)

**Upper Fruitland**

100 Ft. S. of Hwy 36. Mile Marker 28.

[Map](#)

**Chichiltah**

400 Ft. NE of Chichiltah BIE School

[Map](#)

**Crownpoint I/II**

100 Ft. W of Chapter House

[Map](#)

**Nahodishgish (Dalton Pass)**

150 Ft. NW of the Chapter House.

[Map](#)

**Pueblo Pintado**

N. of Chapter House

[Map](#)

**Smith Lake**

1/4 Mi. W of Smith Lake School

[Map](#)

**Tohatchi I**

1/2 mi. W. of Chevron Gas Station

[Map](#)

**Torreon I**

100 Ft. SW of Chapter House

[Map](#)

**Crystal**

Within new Crystal Chapter House, southside.

[Map](#)

## **Internet Access**

The Service Providers cost to provide Internet Access (Bandwidth) shall include the following:

1. The available bandwidth shall be a minimum of 100Mbps. Pricing is also requested for 200Mbps, 500Mbps and 1Gig circuits.
2. The service handoff shall be directly to the Owner's existing Local Area Network.
3. Internet access shall be available 24 hours, 7 days a week, 365 days a year.
4. Route all Owner's TCP/IP data traffic from their network to the internet.
5. Service Provider must maintain connections to multiple Tier 1 internet providers.

## **Internet Connection**

The Service Providers cost to provide an Internet Connection (circuit), shall include the following:

1. The necessary physical connection from the Service Provider to the Owner, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Service Provider's supplied on-site premise equipment necessary to successfully transmit the requested service.
2. All costs necessary, including but not limited to, "curb-to-demarc", to deliver the requested hand off to the Owners existing "point-of-demarcation".
  - a. Current Point-of-Demarcation: 505 Marquette, Albuquerque, New Mexico.
3. Demarcation hand-off will be a Single Mode Fiber connection. Service Provider will provide and maintain all premise equipment necessary to provide the Owner with the specified hand-off type of service requested.
4. Full duplex operation (bi-directional connection)
5. The requested service shall allow the following Network Protocols:
  - a. All TCP/IP protocols
  - b. All layer 1 and layer 2 protocols. Minimum layer 3 protocols (EIGRP, IGMP, IPSEC, OSPF, & RIP).
6. No other Service Providers customer will have any physical or logical access to the Owner's traffic/VLAN.

All proposals from Service Providers will include **any/all** costs associated with switching services from the Owner's present service provider. By providing a proposal to the RFP, the Service Provider is acknowledging and accepting this requirement.

## **Additional Services List**

### **CIPA Service**

The Navajo Nation currently uses an online CIPA solution which includes a single managed profile meeting USAC's CIPA Content Filtering requirements at all locations deploying a DNS based content filtering to enforce the internet usage policies specified. Because the DNS content filtering happens at the front end of the DNS lookup stage, a series of checks are performed in a fraction of a second to assure that the user is allowed to visit that particular page. As pages are discovered to violate filtering policies, access will be blocked across the entire organization.

DNS Content Filtering can help stop security threats by:

Preventing users from accessing categories of websites deemed to be suspicious, dangerous or inappropriate.

Blocking of domains regardless of http or https

Controls are applied before any content is downloaded. If the content is allowable, the page will display normally. If the content violates the rules, a splash page will be displayed stating that the webpage cannot be displayed and also give the specific rule that it violates.

If alternate templates or policies for different users or user groups, they must have a network that supports Active Directory and Group Policy or Azure Domain Services. We must have access to the administrative console to implement this type of configuration or alter the current filtering template globally. The Nation can also setup their own credentials within the console for administrative purposes.

For those sites that have fiber installed, the Nation has installed the CIPA equipment listed below. The intent, if possible, is to continue to use the same solution at all of sites listed in this RFP.

### **Hardware Specifications**

At each site, if the equipment is not already installed, provide the following equipment which can be either mounted or freestanding.

#### SmartRG SR655AC (Or Equal)

Wall Mountable or Free Standing – Dimension - 12"x6"x6"

THE SR655ac FTTH/BONDED DSL INTEGRATED ACCESS DEVICE provides high performance and flexibility for broadband and triple-play subscribers, effectively bridging the gap between copper and fiber. Utilizing the very latest in broadband access silicon, the SR655ac bonds two xDSL lines, extending the rate/reach of high-bandwidth services and providing high-availability with automatic failover. Support for Super Vectoring (35b profile) doubles single-line VDSL2 performance on short loops. • 5 Gigabit Ethernet ports • Dual-band 802.11ac Access Point • MIMO and SmartRG AccuBeam™ Beamforming • Multiple internal antennas eliminate dead zones • Gigabit Ethernet SmartPort™ for LAN or WAN • Vectored DSL Bonding with G.inp (up to 17a profile) • One USB 3.0 + One USB 2.0 port • Two SIP-enabled FXS port

#### APC by Schneider Electric Back-UPS BE650G1 (Or Equal)

Wall Mountable or Free Standing – Dimension - 12"x6"x6"

- Guaranteed protection and battery backup power for your valuable electronics, ensuring they remain safe from dangerous power disturbances
- Stay available and connected by powering critical devices (computers, wireless networking devices, gaming consoles, security systems and other electronics) during a blackout
- 8 total outlets – 4 battery backup, 4 surge only outlets, 2 transformer block spaced
- PowerChute software provides safe system shutdown, preventing potential data corruption
- Guaranteed protection from surges and spikes caused by storms, lightning, circuit overloads, power cycling, etc.
- Periodic battery self-test ensures early detection of a battery that needs to be replaced

#### **E-Rate Requirements**

The services requested in this RFP are dependent on funding from the E-Rate program. The Owner expects each Service Provider to make themselves thoroughly familiar with all applicable rules and regulations regarding the E-Rate program. For further information regarding the E-Rate program, please reference the USAC Schools and Libraries website at: [www.universalservice.org/si/](http://www.universalservice.org/si/)

All contracts entered because of this RFP and the associated Form 470 will be contingent upon:

1. Funding approval by the SLD.
2. Approved funding amount equal to the funding amount as requested on the Form 471.
3. The Service Provider providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in the RFP.
4. A certified Form 486 filed by the Owner and/or written "Notice to Proceed" from the Owner to the winning Service Provider to initiate service. The Service Provider must contact the Owner prior to work proceeding.

Per the requirements of the E-Rate program, no billing and/or service may begin for this contract prior to July 1, 2023 and may not extend past June 30, 2026. Per E-Rate rules, applications will be submitted each year of multi-year contracts for funding consideration.

The Service Provider is required to provide the Lowest Corresponding Price (LCP) for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to LCP, in regard to a service provider *not* providing the LCP, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide the LCP.

#### **Invoicing**

The Owner has the right to choose the type of invoicing method used to pay for the services provided. The Service Provider acknowledges this right upon submission of a response to this request.

#### **Service Provider Invoicing**

The Owner's discount percentage rate, as determined on the Form 471, will be the maximum that the Owner is liable for. The Service Provider will be responsible to invoice USAC for the remaining balance, when using the Service Provider Invoice (SPI) method, or Form 474. Prior to invoicing USAC for the service rendered, the Service Provider agrees to provide the Owner a copy of the USAC invoice to verify that the service has been delivered and accepted by the Owner before the Service Provider invoices USAC.

### **Processing of Payments**

The Payment procedures established by the Division of Finance shall be adhered to and are to begin whenever Goods are delivered and accepted.

### **Termination**

The Owner reserves the right to terminate any contract and/or agreement with any Service Provider, even the apparent winner, regardless of USAC's approval or denial of funding; any funding requested because of this RFP, prior to any work starting. The Owner reserves the right to accept the pricing proposal solely dependent upon SLD approval.

### **Bid Package Requirements**

No bid will be accepted from, or contract awarded to a Service Provider:

1. Who is not licensed in accordance with the law.
2. Does not hold a license qualifying them to perform work under this contract in the State of New Mexico or the state where the Internet service is provided.
3. Who does not hold a valid SPIN and is not in good standing with the FCC/USAC.
4. Who has not successfully performed one project of similar character and scope of the proposed work.
5. Does not provide all required documentation as required by this RFP.

### ***ISSUING OFFICE:***

This Request for Proposal (RFP) is issued by the Navajo Nation Broadband Office (NNBO), 1575E State Highway 264, Tse Bonito, New Mexico. The contact person for this RFP is Ms. Sonia Nez, Department Manager, NNBO.

If Service Providers have any questions or inquiries regarding this RFP, those inquiries shall be directed to Sonia Nez via email at [sonianez@navajo-nsn.gov](mailto:sonianez@navajo-nsn.gov). The deadline for all questions regarding this RFP will be on **March 10, 2023** at 3:00 PM MST. All questions will be answered in addendum(s) sent out to all Service Providers. Any and all updated project information, forms, including addenda, will be distributed through the project website, located at <https://www.nnooc.org/RFPs-Advertisements.html> & <https://portal.usac.org/suite/>.

Site Conditions: It will be the responsibility of the bidder to become informed of all conditions under which work is to be done before submitting proposals. No additional costs will be incurred by the Owner or considerations given to any claims based on a lack of knowledge of existing conditions. The submission of a bid from the bidder is an acknowledgement to this stipulation.

**Issuance of RFP:** This RFP is being issued on behalf of the Navajo Nation Broadband Office on February 24, 2023.

**Submission of Proposal:** ALL RESPONDENT PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE POINT-OF-CONTACT NO LATER THAN **3 PM MOUNTAIN DATE TIME (MST) ON March 24, 2023**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Cost: In a separate sealed envelope to be included in the proposal envelope, please identify the total cost for completing the project. The outside of the envelope should be clearly marked:

“Request for Proposal for Bundled Internet Services  
New Mexico Head Start Sites

## NAVAJO NATION BROADBAND OFFICE

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and the name and address of the firm submitting the proposal.

Certification: Visibly mark "Priority 1" or "Priority 2" on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act.

The Navajo Nation is not bound to enter a contract under the RFP or RSQ and may issue a subsequent RFP or RSQ for the same services; and ; the Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP or RSQ shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.

Proposals must be addressed and delivered to the Point-of-Contact at the address listed. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Navajo Nation Broadband Office. Proposals submitted by facsimile, or other electronic means will not be accepted. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposal. Awarded in this context means the final required Navajo Nation Broadband Office, or designee signature on the contract(s) resulting from the procurement has been obtained. **Contract Awards:** Prior to contract formation under subsection below, the Business Regulatory Department shall certify that the Navajo Nation Business Opportunity Act was adhered to in the solicitation and award.

1. After review of the Evaluation Committee and the signed contractual agreement(s), the Point-of-Contact will award as per the schedule in the Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the Point-of-Contact.

The contract(s) shall be awarded to the Respondent (or Respondents) whose proposals are most advantageous to the Navajo Nation Broadband Office taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

The Procuring Party shall issue a Notice of Intent to Award within 5 business days of the bid opening, unless the Procuring Party determines, and gives notice, that a larger review time is necessary. The Procuring Party shall give notice of a time extension to each offeror by posting it at the location announced at the offer opening.

After the project is awarded and funded by USAC and verification is received that USAC has funded the amount requested by the Nation the procuring party shall develop a written contract covering the procurement of services identified in the RFP.

4. **E-Rate Filing:** Once the contract has been negotiated and signed, the E-Rate Form 471 form(s) will be completed before the March 28, 2023 deadline for the of E-Rate filing window.

Proposals must be addressed and delivered to the Point-of-Contact at the address listed. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Navajo Nation Broadband Office. Proposals submitted by facsimile, or other electronic means will not be accepted. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposal. Awarded in this context means the final required Navajo Nation Broadband Office, or designee signature on the contract(s) resulting from the procurement has been obtained.

Proposals will only be received, via mail, until **March 17, 2023**. Proposals received after this time will not be considered for award. Service Providers will provide by mail the RFP number and bid time on the lower left-hand corner of the response envelope. A thumb drive shall be provided as well.

All Service Providers are required to provide the following information. Failure to provide the following information can result in the Service Provider's proposal being deemed non-responsive and removed from consideration by the Owner.

1. **Itemized Bid Price Sheet** – All proposed prices provided by the Service Provider will be itemized, per the requirements of the E-Rate program. Service Providers will provide itemized cost for a minimum of the following: eligible services/equipment, ineligible services/equipment, one-time costs breakdown, installation costs, any fixed costs, E-Rate eligible itemized tax and surcharges descriptions breakdown with cost, and utilization costs (such as cost per increment). Service Provider will include in their bid response all monthly unit pricing for each component of this system. **EACH SITE SHALL BE BID SEPARATELY.**
2. **Service Agreement** – Service Providers shall be required to sign the Navajo Nation standard Service Agreement.
3. **Service Provider Information** – Service Provider will provide in their proposal package documentation that details the following: firm name, business address, phone and fax numbers and a brief overview of the Service Providers organization, a brief history of the firm, a primary contact person to support the contract(s), and the Service Provider's SPIN. Service Provider's information shall not exceed 3 pages in length.
4. **General Acknowledgement** – Service Provider shall provide an executed copy of the provided form acknowledging the RFP requirements.
5. **List of References** – Service Provider will include a minimum of three (3) client references. References will include Contact Name, Organization Name, and Contact telephone and email information. References must be from winning proposals within the last three calendar years.
6. **Service Provider Qualifications** – Service Provider will provide in their proposal package sufficient documentation that demonstrates the Service Provider's ability to provide the services as required in this RFP.
7. **Implementation Plan** – Service Provider will provide an implementation plan, if applicable, that details: the process for Service Providers system cut-over (including a schedule), and contact information for the Service and/or Installation Managers that will be responsible for this project. Provide any specific or required dialing codes that would be necessary for your solution.

In the event the incumbent does not respond with a quote, the Owner will use the incumbent service providers current pricing as their proposal.

## **Contract Requirements**

### **Explanation of Events**

The following paragraphs describe the activities listed in the sequence of events above.

1. **Issuance of RFP:** This RFP is being issued on behalf of the Navajo Nation Broadband Office on February 24, 2023.
2. **Submission of Proposal:** ALL RESPONDENT PROPOSALS MUST BE RECEIVED FOR REVIEW AN EVALUATION BY THE POINT-OF-CONTACT NO LATER THAN **3 PM MOUNTAIN DATE TIME (MST) ON March 24, 2023.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Point-of-Contact at the address listed. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Navajo Nation Broadband Office. Proposals submitted by facsimile, or other electronic means will not be accepted. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposal. Awarded in this context means the final required Navajo Nation Broadband Office, or designee signature on the contract(s) resulting from the procurement has been obtained. **Contract Awards:** Prior to contract formation under subsection below, the Business Regulatory Department shall certify that the Navajo Nation Business Opportunity Act was adhered to in the solicitation and award.

3. After review of the Evaluation Committee and the signed contractual agreement(s), the Point-of-Contact will award as per the schedule in the Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the Point-of-Contact.

The contract(s) shall be awarded to the Respondent (or Respondents) whose proposals are most advantageous to the Navajo Nation Broadband Office taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

The Procuring Party shall issue a Notice of Intent to Award on the day announced at the offer opening, unless the Procuring Party determines, and gives notice, that a larger review time is necessary. The Procuring Party shall give notice of a time extension to each offeror by posting it at the location announced at the offer opening.

After the project is awarded and funded by USAC and verification is received that USAC has funded the amount requested by the Nation the Procuring Party shall develop a written contract covering the procurement of Services identified in the RFP that is acceptable to the awardee and complying with Navajo Nation law, including but not limited to 2 N.N.C., Section 223 (as amended by CAU-48-03) and Section XIV (Types of Contracts) of these regulations.

4. **E-Rate Filing:** Once the contract has been negotiated and signed, the E-Rate Form 471 form(s) will be completed before the March 28, 2023 deadline for the of E-Rate filing window.

#### **Terms and Conditions**

Proposal contracts shall be based on a three (3) year term. The three (3) year term shall start July 1, 2023 and end June 30, 2026. If Service Providers can provide lower rates by extending the length of the contract, please provide this option as part of the response.

#### **Service "Growth Clause"**

Growth Services may or may not be requested by the Owner during the contract term. The "Growth Clause" shall not require a change in contract terms. The "Growth Clause" shall include a price for all existing service types plus any additional services of the same type/speeds/bandwidths of **100Mbps, 200Mbps, 500Mbps, and 100Gig**. Bidders shall include growth bandwidth and growth pricing in the contract for any potential upgrades.

#### **Explanation of Events**

The following paragraphs describe the activities listed in the sequence of events above.

**Issuance of RFP:** This RFP is being issued on behalf of the Navajo Nation Broadband Office on February 24, 2023

**Submission of Proposal:** ALL SERVICE PROVIDER PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE POINT-OF-CONTACT NO LATER THAN **3 PM** MOUNTAIN DATE TIME (MST) ON **March 24, 2023** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

**Each site shall be bid separately.** If the Service Provider can offer volume pricing by packaging some or all of the sites, the Owner would consider looking at that pricing as well, but not in lieu of individual pricing.

Proposals must be addressed and delivered to the Point-of-Contact at the address listed. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Navajo Nation Broadband Office. Proposals submitted by facsimile, or other electronic means will not be accepted. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposal. Awarded in this context means the final required Navajo Nation Broadband Office, or designee signature on the contract(s) resulting from the procurement has been obtained.

**Contract Awards:** After review of the Evaluation Committee and the signed contractual agreement(s) or Letter of Intent to Award Contract the Point-of-Contact will award as per the schedule in the Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the Point-of-Contact.

The contract(s) shall be awarded to the Service Provider (or Service Providers) whose proposals are most advantageous to the Navajo Nation Broadband Office taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

**E-Rate Filing:** Once the contract has been negotiated and signed, the E-Rate Form 471 form(s) will be completed before the March 28, 2023 deadline for the of E-Rate filing window.

#### **Response Format and Organization**

## A. Preparation

**Hard Copy/Electronic Responses:** Service Provider's proposal must be clearly labeled and numbered and indexed as outlined in the response format and organization. Proposals must be submitted as outlined below. Envelopes, packages or boxes containing the original must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information sent to (Insert Point of Contact):

RFP Name: Request for Proposal for Bundled Internet Services- New Mexico Head Start Sites, RFP number,

Department Address: Navajo Nation Broadband Office (NNBO), Navajo Nation, 1575E State Highway 264, Tse Bonito, New Mexico. The contact person for this RFP is Ms. Sonia Nez, Program Manager, NNBO.

Service Provider should deliver: One (1) ORIGINAL HARD COPY, and one (1) electronic copy (USB Jump Drive). The electronic copy cannot be emailed. The electronic version/copy of the proposal must mirror the physical binders submitted. The electronic version cannot be emailed. The original, hard copy and electronic copy information must be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

## B. Proposal Format

All proposals must be typewritten or printed sheet faces of text and/or graphic material on standard 8 1/2" x 11" paper (larger paper, 11" x 17", is permissible for charts, spreadsheets, etc.) and placed in a three ring binder with labels identifying each section. The Table of Contents should reflect the Proposal Outline below.

### Non-Conforming Proposal

Any proposal deemed non-conforming by the Point-of-Contact in regard to format will be considered non-responsive. Service Providers shall contact the Point-of-Contact to clarify any questions concerning format prior to submission.

### Amendments:

Changes to this Request for Proposals shall be issued only by the Point-of-Contact in writing.

## C. Proposal Outline

- 1) **Table of Contents**
- 2) **Signed Letter of Transmittal** – To be completed and signed by an individual person authorized to obligate the company and to include:
  - a. Identify the submitting business entity.
  - b. Identify the name, title, telephone, and e-mail address of the person authorized by the Service Provider organization to contractually obligate the business entity providing the Offer.
  - c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization
  - d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
  - e. Identify sub-contractors (if any) anticipated to be utilized in the performance of any resultant contract award.
  - f. Describe the relationship with any other entity that will be used in the performance of this awarded contract.
  - g. Explicitly indicate acceptance of the General Conditions the procurement
- 3) **Organizational Experience** – Statement or Key Personnel Resumes
- 4) **Tribal References** – Name, organization, and contact information
- 5) **Value-Added Offerings**, CIPA narrative
- 6) **Native American Owned Business**, if applicable, verification
- 7) **Good Faith Tribal Negotiation Letter**, if applicable (Appendix A)

## **Bid Evaluation**

The Owner will evaluate and select the winning proposal based on the following criteria.

1. **Price (30%)** – The price of E-Rate eligible goods and services will be the highest weighted factor. The Owner will evaluate price based ONLY on the E-Rate eligible monthly and eligible “one-time” costs. E-Rate ineligible items must be provided on a separate rate sheet that will not be a part of this evaluation.
2. **CIPA Solution (25%)** – The Owner will evaluate prospective Service Provider’s CIPA solution and pricing for the CIPA service and experience based on, but not limited to, the Service Provider’s ability to successfully provide the requested service(s), and prior history with the Owner. This may generate positive or negative as a result. A neutral finding will provide all Service Providers the same score.
3. **Accuracy (20%)** – The Owner will evaluate the prospective Service Providers proposal response for, but not limited to, completeness of proposal package, amendments and/or exceptions to the requested service(s).
4. **Qualifications (15%)** – The Owner will evaluate the prospective Service Providers qualifications based on, but not limited to, technical expertise and service coverage and the number of projects successfully completed by the Service Provider providing the same type and scope of the requested services.
5. **Good Faith Negotiation Letter (5%)** – The Service Provider will include a signed and dated copy of their **Good Faith Negotiation Letter**.
6. **Native American Owned Business (5%)** – The Owner will take into consideration all of the non-E-Rate costs, including, but not limited to, ineligible one time or recurring charges, equipment, etc.

## **Protests**

In order to be considered, written protests containing the proposal number must be submitted in accordance with the Owner’s Board of Education Policy for protests. Protests must be made on the following grounds to be considered:

1. Owner failed to follow the selection procedures and adhere to the requirements specified in this RFP or any amendments hereto, or
2. A Conflict of Interest, and
3. State and/or Federal law has been violated.

## **Service Provider Selection/Contract Award**

The Owner reserves the right to make the award to the Service Provider who submits the proposal which meets the requirements, set forth herein and best meets the needs of the Owner after taking into consideration all of the aforementioned factors. The Owner also reserves the right to select portions of a proposal, or to reject any and all proposals.

## **Failure to Provide Service**

If the selected vendor is unable to provide the service for which they are contracted to provide, the awarded service provider agrees to financial compensation to the Owner to move to the next qualified Service Provider. Financial compensation will be equal to, but not more than the difference in cost between the awarded service provider and the next most qualified provider.

## **Right to Reject Any and All Proposals**

The governing Board of the Owner reserves the right to accept or reject any or all proposals in whole or in part or waive any irregularities in any proposal received. The Owner shall be the sole judge of the competency and responsibility of the Service Provider. The submission of a proposal by a Service Provider is acknowledgement of this right.

## GENERAL ACKNOWLEDGEMENT FORM

Project Name      Request for Proposal for Bundled Internet Services- New Mexico Head Start Sites  
Project Number    23-02-2963GC

The following documents shall be submitted with the proposal:

1. Itemized Bid Price Sheet
2. Good Faith Negotiation Letter
3. Service Provider Information
4. General Acknowledgement
5. List of References
6. Service Provider Qualifications
7. Implementation Plan (if applicable)

Pursuant to and in compliance with the published RFP and related documents, the undersigned Service Provider, having familiarized himself/herself with the terms of the RFP, the conditions affecting the performance of the RFP, the cost of the work at the place where the work is to be done, and other Documents, proposes and agrees to perform, within the time stipulated, including all of its required services, and everything required to be performed, and to provide and furnish any and all of the professional services, applicable taxes, utility, and transportation services necessary to perform the requested contract and complete in a workmanlike manner all of the work required in connection with the RFP Documents, including Addendum No.'s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Copies of Addenda are obtainable at the office of the owners' representative, .

The Service Provider agrees that at the time of request, he/she will provide a signed copy of the Owner's Service Agreement within (48) forty-eight hours.

The Service Provider agrees that pricing provided within proposal and/or contract are true and correct. The responding service provider is required to provide the lowest corresponding price for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to Lowest Corresponding Price regarding a service provider not providing the lowest corresponding price, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide LCP.

The Service Provider understands that the withdrawal period for this RFP is (30) thirty days from the day of bid/proposal due date.

The Service Provider has carefully examined the RFP and related documents to the fullest that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the Service Provider, if awarded the contract, on the date to be stated in the OWNER'S notification and that the scope of work for this bid as stated above shall be completed as noted in the RFP.

SERVICE PROVIDER NAME: \_\_\_\_\_  
ALL PARTNERS OR LEGAL NAME  
OF CORPORATION \_\_\_\_\_

(TYPE OR PRINT)

AUTHORIZED CONTACT: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

(TYPE OR PRINT)

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BY: \_\_\_\_\_  
(SIGNATURE IN INK) (TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

SERVICE PROVIDER IDENTIFICATION NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**END OF RFP**

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date



By signing the filled-out form, you:

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. See *What is FATCA reporting*, later, for further information.

**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.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.