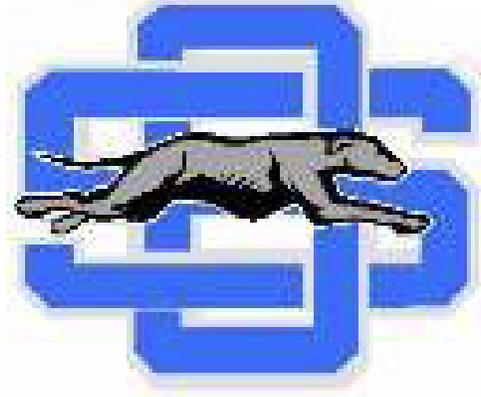


Ocean Springs School District

2020-2021



RESPONSE TO REQUEST FOR PROPOSALS

FOR

District-Wide School Based Therapy Services

From



Basic Program Description- Part I**Attachment A****II. BASIC PROGRAM DESCRIPTION —**

Include an overview of the proposed services which will allow the district to determine the quality of services to be provided based on the Criteria for Evaluation of Proposals located on page 7. Additional space and/or attachments may be used to describe your Basic Program Description. Be sure to answer each area thoroughly.

- A.** Describe your best practice in current school-based therapy to include:
the observation and evaluation process, intervention/therapy, promoting student access to general curriculum and independent performance/participation in education.

40 pts.

My responsibility, as a Teacher of the Visually Impaired, is to provide the tools and skills for my student to access the curriculum successfully. As I teach, I am constantly assessing and evaluating the student through structured activities which guide my next steps so that the student becomes more proficient and masters the educational goals as stated on his IEP.

During my first classroom observation, I am looking for how well the student functions in the classroom, how the student uses his vision, vision ergonomics, use of any visual aids and or assistive technology. Lessons and activities are planned based upon the goals and objectives on the current IEP as well as the results of the classroom observation. While using the IEP objectives to design instructional strategies and learning activities, student choice (gives the student some feeling of control), flexibility and independence are also important considerations within the lesson plan.

No two blind children are ever the same. Depending upon the individualized special needs, my responsibility is to provide access to the curriculum. I teach the symbols of braille and Nemeth code to students when braille is their learning medium.

Another teaching responsibility is the Expanded Core Curriculum. Children who are blind do not learn incidentally as sighted children do. Therefore, many skills and activities that sighted students do not need, require specific and intentional instruction for the student with low vision or blindness. These skills include daily living/Independent living skills, sensory efficiency, social skills, recreation and leisure, self-advocacy, assistive technology, and career education.

- B.** Explain how you will maintain compliance with the Individual with Disabilities Education Act (IDEA) and Mississippi Policies and Procedures State Board 74.19 for Children with Disabilities in regard to Related Service Eligibility for students eligible under IDEA;

15 pts.

When a new student is referred for VI services, I will conduct the National Reading Media Assessment which assists in determining appropriate media to use for a child to learn to read, as well as the Functional Vision Assessment and Learning Media Assessment to assess how well the student uses any vision he may have and also to learn the most appropriate materials for the individual student. I will make recommendations regarding placement to the IEP committee based on my experiences with the student with the goal being for the student to be educated within his least restrictive environment according to law.

- C. Describe your process to maintain student data for the purpose of reporting progress (Results Driven Accountability) for educational benefit every 4 ½ weeks and 9 weeks to parents according to the student's related service goals on their Individual Education Program (IEP);

30 pts.

When teaching a student who is a braille learner/user, I will use checklists and anecdotal records which will be aligned to analyze progress or not on the goals and objectives in the IEP which I will mark daily upon working with student. Upon review of the data, revisions will be made to lesson plans. This data will continue to direct future lessons, goals, and objectives. I will keep a tabbed area in a notebook for each student. The individual student will have a sheet with the teaching strategy, materials list, and the IEP goal/objective will be listed on the page. There will be a data collection page where I mark progress each day. I will review the data to be certain progress is being made each day. If not, I reassess and change up my lesson. I will collaborate with the classroom teacher depending upon the goal/objective. The information will be reported on the appropriate IEP page and send home to the parents for progress report and at the end of 9 weeks.

- D. Describe how you will provide specialized training and support for administration, teachers, and parents aligned with the individual student's disability and treatment plan as a related service and to promote progress in the educational environment;

15 pts.

I will introduce myself to teachers of students I am assigned. I will provide specialized training and support for teachers by providing teacher with individualized information on the student's eye condition and a list of recommended accommodations as well as supplemental materials dependent the specific student's eye condition. I will promote progress in the educational environment by collaborating with the classroom teacher, keeping accurate data and continually assessing myself and the student to be sure the student has the tools to access the curriculum

I will support the administration by recommending materials from APB through MJRC at no cost to the district. I will also support the administration by providing information for students with a VI ruling on scholarships, camps, and additional opportunities for these students. By following procedures and policies in place in your district, I will support the administration.

I will provide Parent support by meeting with parents, sharing my contact information, discussing child's specific eye condition and the IEP goals and objectives and plans for lessons, assessments, data collection, and reporting to the parents. I will suggest ways they may support the student learning in the home environment. I will also provide materials which include parent specific on-line resources and activities within our state for students. I will listen to the parents.

In order to stay current in the everchanging world of technology and educational assessments and vision related information, I am a board member of MAER, (Mississippi Association for Education and Rehabilitation of the Blind and Visually Impaired) member of AERBVI(Association for the Education and Rehabilitation of the Blind and Visually Impaired) , and in the past year I have attended the 'Getting in Touch with Literacy' Conference in New Orleans December 2017 and the NFB(National Federation for the Blind) in Orlando, July 2018.

The information from these professional organizations/conferences will be shared with administration, teachers, and parents as the situation merits.

Nan Parker Wilson

Cost – Part II**Attachment B****BUDGET/COST SUMMARY**Provide a specific description of your pricing structure. **Please type your answers.**

DESCRIPTION OF SERVICE	COST PER HOUR
Assistive Technology Evaluation	
Physical Therapy	
Occupational Therapy	
Counseling/Psychology/Behavioral Therapy Services	
Psychological Assessment Services	
Mobility and Orientation Services	
Visual Impairment Consultation	<p>Direct Instruction: \$145 per hour</p> <p>Test Administration: (FVA, LMA, NRMA) \$200 per test which includes report.</p> <p>Indirect Services: (IEP Meetings, Write IEP Goals, Train Staff or Parents, teacher consultation, Classroom Observations):\$120 per hour</p>

Travel: (From residence to school round trip):\$40 per hour

ASSURANCES AND SIGNATURE FORM

In submitting this Request for Proposal I certify that:

1. The company will provide school-based services through highly qualified and current Mississippi licensed individuals.
2. The company will comply with the Individuals with Disabilities Act and all laws of the state of Mississippi including Mississippi State Board Policy 74.19 Regarding Children with Disabilities.
3. The company is fiscally sound and will be able to complete services to the district during the 2020-2021 school year and extended school year as necessary.
4. The company will provide proof of current general and professional liability insurance.
5. The company will provide proof of current worker’s compensation insurance, if applicable.
6. The company acknowledges that employee background checks and child abuse registry check is required and that the company is responsible for the fee charged for such by the Ocean Springs School District.
7. The company will hold harmless the Ocean Springs School District from and against any claim, loss, expense, or damage to any person or property arising out of a contract.

Please initial the following as being attached;

1. Completed page 1 and 2 and signed page 3 of contract: 
2. Valid Certificate of Insurance attached: 
3. Valid License (s) attached: 
4. Completed FGDB-E (1) form attached: 
5. Completed W-9 form if not a vendor of the OSSD: 
6. Website addendum signed and attached, if posted (visit www.ossdms.org or www.centralbidding.com) : _____

STANDARD TERMS OF AGREEMENT AND CONDITIONS OF BID

For the purposes of clarity, the terms contractor, vendor and seller shall be synonymous. The terms Ocean Springs School District and owner shall be synonymous. The terms BID and Proposal shall be synonymous.

- 1. Purchases:** Every purchase by the Ocean Springs school District of goods, services, or both, shall be governed by the following terms and conditions, except to the extent that such terms, and conditions are specifically modified or altered by the terms and conditions of the specifications sheets/s.
- 2. Gratuities:** The District may, by written notice to the Seller, cancel this contract without liability to Seller and District if it is determined by District that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent, or representative of the Seller, to an officer or employee of the District with a view toward securing a BID or securing favorable treatment with determinations with respect to the performance of such BID. In the event this BID is canceled by District pursuant to this provision, District shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller. **Prohibition against Personal Interest in Bids:** If any member of the Board of Trustees of the District or any employee of the District has any interest, either direct or indirect, in the business of the Seller, such interest must be disclosed in Seller's BID. At the discretion and interpretation of the District, such interest may disqualify the Seller/Vendor as meeting the requirements of this BID.
- 3. Special Tools and Test Equipment:** If the price stated in the Proposal includes the cost of any special tooling or special equipment fabricated or required by Seller for the purpose of fulfilling Seller's obligations, such special tooling equipment and any process sheets related thereto shall become the property of the District, to the extent feasible, and shall be identified by the Seller as such.
- 4. Warranty and Price:** The price to be paid by the District shall be contained in Seller's proposal which Seller warrants to be no higher than Seller's current prices on order for products/services of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. The Seller warrants that no person or selling agency has been employed or retained to solicit or secure this BID upon an agreement or understanding for commission, percentage, brokerage, or contingent fee that would exceed the BID proposal pricing. For breach or violation of this warranty, the District shall have the right in addition to any other right or rights to cancel this BID without liability and to deduct from the BID price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
- 5. Warranty Products:** Seller shall not limit or exclude any implied warranties. Any attempt to do so shall render this BID void at the option of the District. Seller warrants that the goods/services furnished will conform to the specification, drawings and descriptions contained in the BID Documents and to the sample/s furnished by Seller, if any.
- 6. Safety Warranty:** Seller warrants that the product or service sold/distributed in the District shall conform to the standards promulgated by the U. S. Department of Labor under the Occupational Safety and Health Act (OSHA) of 1970. In the event the product/service does not conform to OSHA standards, District may discontinue the use of products/services at the Sellers expense.
- 7. No Warranty by District against Infringements:** As part of this BID for sale, Seller agrees to ascertain whether goods manufactured or services provided in accordance with the specifications attached to the agreement will give rise to the rightful claim of any third person by way of infringement or the like. District makes no warranty that the production of goods/services according to the specification will not give rise to such a claim. In the event the Seller is sued on the grounds of infringement or the like will result, the Seller will notify District to the effect in writing, of the notification of infringement. If District does not receive notice and is subsequently held liable for the infringement or the like, Seller will indemnify the District and hold District harmless from any loss, cost or expense. If Seller ascertains that production of the goods/services in accordance with the specifications will result in infringement or the like, this BID shall be null and void. The Seller at the end of the warranty period shall deliver to the District any and all documents and operating manuals for technology, equipment, telecommunication access/passwords and training to maintain the equipment to continue to operate the systems.
- 8. Commitment of Current Revenue:** The BID is conditioned on a best effort attempt by this governing body to obtain and appropriate funds for payment of the BID and the continuing right to terminate. This BID is a commitment of the District's current revenues only.
- 9. Advertising:** Seller shall not advertise or publish, without District's prior consent, the fact that District has entered into this BID, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
- 10. Right to Assurance:** Whenever one party to this BID in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no assurance is given within five (5) days of the request, the demanding party may treat this failure as an anticipatory repudiation of the BID.
- 11. Independent Contractor:** Seller shall perform the services and/or provide goods required by the BID Document as an independent contractor and shall furnish such services/goods in its own manner and method. Under no circumstances or conditions shall any agent, servant, or employee of Seller be considered as an employee of the District.
- 12. Hold Harmless:** Seller shall fully indemnify, save and hold harmless the District, its officers, employees, and agents (hereafter "the indemnities) against any and all liability, damage, loss, claims, demands and actions of any nature whatsoever on account of personal injuries (including, without limitation on the foregoing, worker's compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or in any manner connected with, or are claimed to arise out of or be in any manner connection with, the

performance of the BID and its awarded products/services. Seller shall, at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demand and actions.

13. Assignment Delegation: No right or interest in this BID shall be assigned or delegation of any obligation made by Seller without the written approval of the District. No BID or its provisions may be assigned, sublet or transferred without the written consent of the District. The performance of this BID by Seller is of the essence of the BID and the District's right to withhold consent to such assignment or delegation by Seller shall wholly void and hold totally ineffective for all purposes unless made in conformity with this paragraph.

14. Waiver: No claim or right arising out of a breach of this BID can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.

15. Modifications: The signed BID can be modified or rescinded only by a written request signed by both parties and their duly authorized agents.

16. Modification to Specifications: Any and all variances from the items specified must be submitted in writing to the Business Office in addition to detailed manufacturer's specifications ten (10) days prior to BID Opening.

17. Non-Resident Vendors: Non-resident vendors must include documentation of the non-resident vendor's state preference laws. This is the amount or percentage of preference states give to resident vendors from their own state when awarding Bids. If the local state does not have a non-resident vendor's preference law, please attach a letter stating such. Such non-resident preferences shall be treated in a reciprocal manner.

18. Applicable Law: This BID shall be governed by the Mississippi Code as enacted by legislature which is effective and in force on the date of this BID together with any other laws of the United States, The State of Mississippi, Ordinances of the County of Jackson, Mississippi and the City of Ocean Springs, Mississippi and the policies and procedures of the Ocean Springs School District.

19. Interpretation Evidence: The BID Documents are intended by the parties as the final expression of their agreement and are intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by codes, is used in this agreement, the definition contained in the code is to control.

20. E-Verify Program: Vendor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work with the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Vendor/Seller agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. Vendor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Vendor/Seller understands and agrees that any breach of these warranties may subject Vendor/Seller to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Vendor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

21. Venue: Both parties agree that venue for any litigation arising from this BID shall lie in Jackson County, Mississippi.

22. Payments: No partial payments will be given for services/products until the job/order is complete.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the company in submitting this Request for Proposal and Assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Core Learning, LLC d/b/a Core Administrative Services

Typed Name of Company and Service

368 Kingsbridge Road, Madison Mississippi 39110

Typed Mailing Address of Company

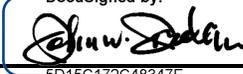
601 955 1941

johnwjordan@comcast.net

Typed Telephone Number

Typed Email Address

John W. Jordan, Ed. D.

DocuSigned by:


Typed Name of Authorized Representative

Signature of Authorized Representative

5/26/2020 | 12:40 PM CDT

Date Signed

Therapy Services Contract

This agreement entered into between:

(Hereinafter referred
to as "Contractor")

AND

Ocean Springs School District
Post Office Box 7002
Ocean Springs, MS 39566-7002

(Hereinafter referred
to as "Customer")

IN CONSIDERATION of mutual benefits and covenants contained herein, Contractor and Customer agree as follows:

1. Employment. The nature of this contractual agreement is for an independent contractor to provide evaluation and therapy services to the students of the Customer.
2. Scope of Work. In consideration of the compensation described herein, Contractor shall perform the evaluation and therapy services set forth in the attached RFP for Student Services Contract Provider hereto and incorporated herein by reference. Contractor agrees to supply all labor, equipment, and material necessary to perform such services, unless otherwise specified in a students Individualized Education Plan (IEP)
3. Customer Warranty. Customer warrants that the services will be performed in a professional manner and that proper protocols will be enforced to protect the privacy of all employees.
4. Contractor Employees. Contractor shall perform the following duties:
 - (a) Contractor shall employ only persons skilled in the performance of evaluation or counseling services;
 - (b) Contractor must maintain a license to do business in the State of Mississippi.
5. Contractor shall maintain insurance of the following types and amounts which shall insure the actions of personnel, employees, agents, etc.:
 - (a) Professional Liability - Combined Single Limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate and other insurance coverage's as outlined in the attached Special Education Contracted Services RFP;
 - (b) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this contract.

- (c) Failure to provide insurance set forth herein shall constitute default and the Customer may terminate the contract without penalty by providing five (5) days written notice to the Contractor.
6. Liability for Loss. Contractor shall be responsible for and shall indemnify and hold harmless Customer from and against any and all claims, demands, liabilities, or damages which may be suffered by, accrued against, be charged to, or recoverable from the Customer including attorney's fees, expenses, and costs which may arise out of or in connection with the Contractor's performance of duties, actions of his employees and agents, for dishonesty of any employee of the Contractor.
7. Miscellaneous.
- (a) This Contract shall be construed in accordance with the laws of State of Mississippi.
 - (b) This Contract constitutes the entire agreement of the parties and all additions or changes hereto shall be in writing;
 - (c) The continuing covenants of the parties contained in this contract shall survive the termination thereof;
 - (d) By the signature below, the individual executing this Contract on behalf of Customer warrants to Contractor that he has full power and authority to execute this Contract and thereby bind, jointly and severally, Customer to the terms of this Contract;
 - (e) If any portion of this Contract be legally adjudicated invalid or unenforceable, the parties do hereby covenant and agree that such portion or portions are absolutely and completely severable for all other portions of this Contract, and such other provisions shall constitute the agreement of the parties.
8. Terms of Service. The terms of this Contract shall commence **July 1, 2020** and shall continue until **June 30, 2021**. The Customer and the Contractor may mutually agree on or before June 30, 2020 to extend the terms of the contract for a period of four successive years, subject to the approval of the Board of Trustees on an annual basis. In the event the Contract is extended, the terms set forth herein shall remain in full force and effect unless modified in writing by both parties. That either party may terminate this Contract by providing the other party with forty-five (45) days advanced notice of the intent to quit. That upon serving written notice to the other party, the party desiring to terminate the Contract shall comply with all terms set forth herein until the expiration of the forty-five (45) day period.
9. Work Hours. Contractor shall schedule its services so as to conform to the reasonable requirements of the students of the Ocean Springs School District.
10. Compensation. Throughout the terms of this Contract, Customer shall pay to the Contractor the hourly rate of \$ ******.00 per hour** in accordance with the following terms:
- (a) Payment will be made no later than forty-five (45) days after an invoice for services has been submitted and:
 - 1. There are no unresolved problems with the service as outlined in the Student Services Contracted Services RFP attached;
 - 2. A bill for the appropriate amount will be presented to the Ocean Springs School District Department of Student Services the last Thursday of each month.
 - 4. There are no liability and/or insurance problems with required insurance coverage and limits.

**** See Bid for hourly rate

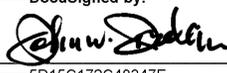
(b) Contractor will perform services in accordance to Student Services Contracted Services RFP attached.

11. Neither party may assign or transfer any right set forth herein.

12. In the event the Contractor shall file bankruptcy, the Customer shall be entitled to terminate the Contract upon providing five (5) days written notice to the Contractor.

IN WITNESS WHEREOF, this contract has been executed on the dates listed under the signatures of the parties below and shall become binding when the fully executed contract is approved by the Board of Trustees of the Ocean Springs School District.

Contractor:

DocuSigned by:


5D15C172C48347E...
5/26/2020 | 12:40 PM CDT

Date: _____

Ocean Springs School District

Date: _____

State of Mississippi

By virtue of the Authority Vested in the State Board of Education of Mississippi by Section 37-3-2 and Section 37-31-205(1)(e) of the Mississippi Code of 1972, as amended, we hereby issue this Educator License to

NAN P. WILSON

This is to certify that the person named hereon is licensed under the laws of Mississippi to teach or serve in the public schools in the capacity indicated.

Endorsement

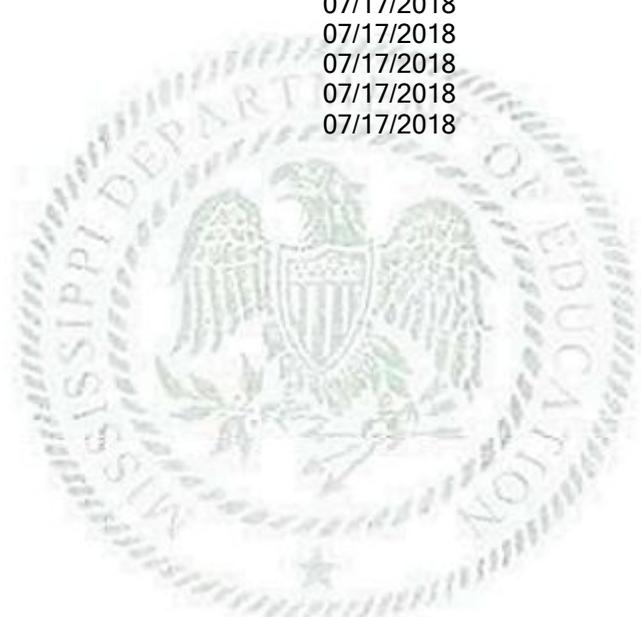
- 102 ART (K-12)
- 116 ELE EDUC (K-3)
- 117 ELE EDUC (4-6)
- 218 VISUALLY IMPAIRED (K-12)
- 221 MILD/MOD DISABILITIES (K-12)

Issue Date

- 07/17/2018
- 07/17/2018
- 07/17/2018
- 07/17/2018
- 07/17/2018

Validity Period

- 07/09/2018 - 06/30/2023
- 07/09/2018 - 06/30/2023
- 07/09/2018 - 06/30/2023
- 07/09/2018 - 06/30/2023
- 07/09/2018 - 06/30/2023



License No. 137264
Class AA - 05/15/1993

Your Renewal Cycle is 07/09/2018 to 06/30/2023

Begin Earning Renewal Credits On 07/09/2018

By order of the State Board of Education

SUPERINTENDENT OF EDUCATION

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) John W. Jordan, Jr	
Business name/disregarded entity name, if different from above Core Learning, LLC	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <u> S </u> <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 368 Kingsbridge Road,	Requester's name and address (optional)
City, state, and ZIP code Madison, Mississippi 39110	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Social security number									
				-			-		

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

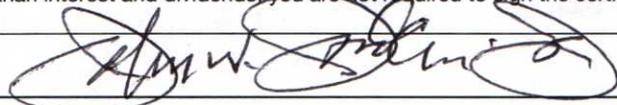
Employer identification number									
4	6	-	1	8	8	6	7	1	3

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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶		Date ▶ <u>07-24-2018</u>
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General Instructions

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

Purpose of Form

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

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

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

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.